

## Introduction to Representation by Artimis

In accordance with the Employment Agencies Act and in order to be able to represent you properly we need the following information provided.

Registration form completed, signed & stating Modelling and/or Promo work required available to download on [www.artimis.co.uk](http://www.artimis.co.uk) in the staff section.

Bank Account – We will need from you on confirming your first booking your bank details as all payments are made via BACS transfer.

Photographic Identification in the form of Driving Licence or Passport [photocopy] needs to be kept on file by us to prove your identity and is a legal requirement. This must be submitted before any assignments will be offered.

Our registration form and terms and conditions have recently been updated; please ensure you keep a copy of terms and conditions for your records. Should your details change at anytime please ensure you update us. Failure to send us a signed copy of these terms will result in us being unable to offer you assignments.

### Models

Signed terms and conditions Models [self –employed]

Full set of statistics/measurements see guide on website

Min 5 professional portfolio pictures for web use to be supplied on CD or emailed must be 450 x 600 pixels or bigger

### Promotional staff

Signed terms and conditions Promotional Staff [temporary workers]

Signed P46/P38 or P45

Minimum of 2 pictures - headshot & full length picture of professional standard for our records these will be sent to clients or 5 professional portfolio pictures for web use to include 1 headshot to be supplied on CD or emailed must be 450 x 600 pixels or bigger. Only pictures of professional standard will be activated on the Artimis website.

### Check List

- Registration form
- Book appointment to be measured
- Driving Licence/Passport
- Model Terms & Conditions
- Web site Web pictures need to be [450 x 600 pixels] to be received on named CD SAE if you want it returning
- Promotional/Temporary Workers Terms & Conditions