

Assignment

DESK

Crew Sign-Up Application

Thank you for your interest in working with Assignment Desk. To sign up your crew, please complete this form and provide the following items:

Application Form – fully completed including references, contract day rate and demo reel

Resume - stating your background, experience and specialties

Equipment List - a complete list of equipment you own, specifying what is part of your "standard package(s)" vs. equipment which clients will pay an additional charge. If your specialty does not require equipment (i.e. Producer), please ignore.

Copy of your Certificate of Business Insurance – required to confirm your independent contractor status

Signed and dated copy of your completed W-9 Form – required for Taxpayer Identification Number and Certification; required to confirm your independent contractor status.

****Blank W-9 forms can be completed and printed for signature here: www.irs.gov/pub/irs-pdf/fw9.pdf**

All application material should be mailed to:

Assignment Desk
820 N. Orleans, Suite 205
Chicago, IL 60610

Or Faxed to: 312-464-8605

Please Print

APPLICANT INFORMATION						
Last Name	First Name					
Company Name					Date	
Street Address					Address 2	
City			State		ZIP	
Phone		Mobile		Email		
REFERENCES						
<i>Please list at least three professional references. Contact names, phone numbers and email addresses are required.</i>						
Full Name				Email		
Company Name						
Address						
Address 2				Phone ()		
City			State		ZIP	
Country						
Full Name				Email		

Company Name			
Address			
Address 2			Phone ()
City	State		ZIP
Country			
Full Name			Email
Company Name			
Address			
Address 2			Phone ()
City	State		ZIP
Country			
Full Name			Email
Company Name			
Address			
Address 2			Phone ()
City	State		ZIP
Country			
Full Name			Email
Company Name			
Address			
Address 2			Phone ()
City	State		ZIP
Country			
CONTRACT DAY RATE & DEFINITION			
<i>Please tell us whether you define your day as "portal to portal" or "on location", and what you charge for your services. You will be paid your day rate (and any overtime), less our percentage for each booking through Assignment Desk.</i>			
Full Day Definition		Day Rate (Charge per 10-Hour Day)	
Half Day Definition		Day Rate (Charge per 5-Hour Day)	
RESUME REEL			
<i>Please provide a URL to a demo reel on your website or portfolio page. If you do not have a demo reel, and/or it is not applicable to your specialty, please provide a URL describing and showing (if possible) examples of work you have performed.</i>			

HERE'S HOW IT WORKS...

1. GETTING LISTED

There is no fee to register with Assignment Desk. Just send us your resume and references, and a few other items you'll find listed on the form titled "What to Send Us." These items will be used to create your profile in our database and confirm your status as an independent contractor.

The only fee Assignment Desk charges are for contracts we book with you for our clients. Our fee is a percentage of your contract day rate for each day worked, including overtime. This will be automatically deducted from your invoices.

As an independent contractor you are free to establish whatever rate you wish for your services. In the current economic environment, we find we're able to bring the greatest number of bookings to contractors who set their rates competitively and are willing to be as flexible as possible to accommodate a client's budget.

Finally, we urge you to carry a cell phone. Many of our jobs need to be booked within a matter of minutes after a client contacts us. If we can't reach you, we can't book you.

2. GETTING JOBS

Assignment Desk's clients run the gamut from corporations, to advertising and public relations agencies, production companies, syndicated TV shows, news operations and the motion picture industry. They usually have very specific needs in terms of expertise, equipment, geographic location, and contract day rates. We combine these needs into a "job profile" and try to find as close to a perfect match as possible.

If your profile looks like a good match, we'll contact you, along with any other "good matches" in our system, to see if you're interested and available. Where more than one independent contractor meeting the "job profile" is available, we will leave it to the client to choose among them.

Once the client has decided to book you through Assignment Desk, we'll e-mail you a confirmation. You'll want to check the confirmation carefully to make sure it accurately reflects the agreed-upon contract rates and terms.

WHAT WE DO & WHAT WE DON'T...

We DO...

Bring you and other independent contractors new business and new opportunities. By handling the logistics, invoicing and collection, we allow you more time to do what you do best and get paid to do. All of which makes your business more productive and more profitable.

We pride ourselves in offering the kind of quality control that makes it easy for our clients to rely on us. That's why we ask you to send us your reel or URL (if you have one), along with the names, phone numbers and addresses of at least three references, before we enter you into our data base. It's also why we follow up with clients, after contracts are completed, to make sure they were satisfied with Assignment Desk's services.

We're equally protective of our independent contractors. Clients who haven't established credit with Assignment Desk can book through us only on a C.O.D. basis. We'll also ask for your feedback on clients we bring to you, to assure that they deal with you appropriately and professionally.

We DON'T...

Withhold state or federal income taxes or social security. This will be solely your responsibility on any contracts booked through Assignment Desk. We do not provide insurance or any other benefits associated with employment.

Assignment Desk doesn't "hire" camera crews or any other production professionals. We do not act as your employer or your employment agency. Assignment Desk works only with independent contractors who have their own client base, places of business, and are free to define their own working parameters.

We don't serve as exclusive representatives for any professionals in the production industry. The only exclusivity we require is that, whenever we introduce you to our client, you accept subsequent bookings from that client exclusively through Assignment Desk.

ANSWERED BEFORE YOU ASK...

If I'm getting bookings on my own, why do I need Assignment Desk?

First and foremost, Assignment Desk is not designed to be your sole source of bookings. We bring you additional work from new sources to supplement your existing client base. In fact, since we're looking only for the best in the business, we expect you to be busy much of the time. What we do is help fill in the gap for those days when you *weren't* able to book yourself. So, unless you're working every day that you want to -- and for as many clients as you possibly can -- Assignment Desk can make you more productive and more profitable.

Why should I pay a percentage of my day rate to Assignment Desk?

The logic is simple: something is better than nothing. Again, we're bringing you a booking on a day you hadn't already booked yourself. And that is very valuable. Equally important, Assignment Desk is handling the invoicing and collection that would normally have taken up your time *after* a booking was over. That allows you to spend fewer hours doing paperwork (hours for which you don't get paid) to spend more time on location (hours for which you do get paid).

Why shouldn't I bump up my rate with Assignment Desk, so that I'm making the same amount I make when I book myself?

As an independent contractor, you're free to list any rate you want with us. Assignment Desk does not exercise control over your rates or other working parameters. The decision is up to you. But you'll want to keep in mind that, in the current economic climate, most clients are looking for the most competitive rates they can find. The more competitive you are, the more likely we'll be able to book you.

What if I'm already listed with another booking service?

We don't serve as your exclusive representative, so you're free to list yourself with as many booking services as you like. We think you'll find we're a cut above the rest, however. We believe we provide a level of quality, service and efficiency that's unsurpassed in the industry. We welcome the opportunity to show you how Assignment Desk can make the year ahead your best year yet.