



Artimis Creative Group

an eye for talent

Introduction to Representation by Artimis

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

- **Registration Form**
Completed, signed and stating Modelling and/or Promo work required (available to download from http://www.artimis.co.uk/useful_documents.php).
- **Bank Account Details**
On confirmation of your first booking, we will require your bank details (account number and sort code) as all payments are made via BACS transfer.
- **Photographic Identification**
In the form of a Driving Licence or Passport (photocopy) – this 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 any time, 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 for models (self-employed)
- Full set of statistics / measurements (see guide available on website)
- Minimum 5 professional portfolio pictures for web use (to be supplied on CD-ROM or e-mailed; must be 450 x 600 pixels or bigger)

Promotional Staff

- Signed terms and conditions for promotional Staff (temporary workers)
- Signed P46 / P38 or P45
- Minimum of 2 pictures; headshot and 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-ROM or e-mailed must be 450 x 600 pixels or bigger). Only pictures of a 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 photographs need to be 450 x 600 pixels – to be received on named CD-ROM (please enclose SAE if you want it returning)
- Promotional / Temporary Workers Terms & Conditions