



JETBLUE/COCA-COLA 'SHARED PLATE' – CONTACT SHEET 3RD – 12TH DECEMBER 2017

CLIENT: JETBLUE/COCA-COLA

AGENCY: MULLENLOWE
40 BROAD ST.
BOSTON, MA 02109
USA
TEL: +1 617 226 9000

ACCOUNT DIRECTOR:
CREATIVE DIRECTOR:
CREATIVE DIRECTOR:
PRODUCER:

MOB: EML:

UK PRODUCTION COMPANY: ROGUE
2-3 BOURLET CLOSE
LONDON, W1W 7BQ
UNITED KINGDOM
TEL: +44 20 7907 1000

LOCAL PRODUCTION: MICHAEL SCULLY
122 WEST 71ST ST.
APT 5
NYC, NY 10023
TEL: +1 212 496 0650

CONTACT: MICHAEL SCULLY MOB: +1 917 754 0727 EML: michaelscully1@mac.com

HOTEL: HAMPTON INN BROOKLYN/DOWNTOWN
125 FLATBUSH AVE EXTENSION
BROOKLYN, NY 11201
USA
TEL: +1 718 875 8800

CREW	NAME	TEL	EMAIL
DIRECTOR:	TOM BARBOR-MIGHT		
PRODUCER:	MADDY EASTON	+44 7970 759 013	maddy@roguefilms.co.uk
DIRECTOR OF PHOTOGRAPHY:	SEBASTIAN JOWERS	+44 7828 105 735	seb@roguefilms.co.uk

FLIGHTS - OUTBOUND:

SUNDAY 3RD DECEMBER: 08.25 BRITISH AIRWAYS FLIGHT BA0117 – LONDON HEATHROW TO NEW YORK JFK (ARR. 11.30)
PASSENGERS: TOM, MADDY
17.10 NORWEIGIAN AIRLINES FLIGHT DY7015 – LONDON GATWICK TO NEW YORK JFK (ARR. 20.30)
PASSENGER: SEB

FLIGHTS - INBOUND:

TUESDAY 12TH DECEMBER: 18.50 BRITISH AIRWAYS FLIGHT BA0174 – NEW YORK JFK TO LONDON HEATHROW (ARR. 13TH DEC @ 06.55)
PASSENGERS: TOM, MADDY
22.30 NORWEIGIAN AIRLINES FLIGHT DY7016 – NEW YORK JFK TO LONDON GATWICK (ARR. 13TH DEC @ 10.00)
PASSENGER: SEB

INSURANCE: CHESTERFIELD INSURANCE BROKERS LTD
ST CLARE HOUSE, 30/33 MINORIES
EC3 1DD
TEL: +44 207 481 1683
CONTACT: MATT LAWFORD MOB: +44 7976 694 360 EML: mlawford@chesterfieldgroup.co.uk

INVOICES: PLEASE SEND INVOICES TO seb@roguefilms.co.uk ADDRESSED TO **ROGUE FILMS** QUOTING & JOB NUMBER **51503** WITHIN 7 DAYS.
(INCLUDE NI AND SCHED. D NUMBER / LP10 LETTER IF APPLICABLE).

PLEASE NOTE: 8.33% OF THE TOTAL SUM PAYABLE TO YOU UNDER THE CONDITIONS ON WHICH YOU ARE ENGAGED IS HOLIDAY PAY AND YOU DO NOT HAVE ANY ENTITLEMENTS TO HOLIDAY OR HOLIDAY PAY IN ADDITION TO THAT.

IN APRIL 2013, THE HMRC INTRODUCED A COMPULSORY NEW PAYE SYSTEM CALLED RTI (REAL-TIME INFORMATION). THE SYSTEM IS A FUNDAMENTAL CHANGE TO THE WAY THAT EMPLOYERS/PRODUCTION COMPANIES HAVE TO REPORT DETAILS OF THE AMOUNTS PAID TO EMPLOYEES AND THE MATCHING PAYE DEDUCTIONS. IT IS NOT A CHANGE IN RATES OR DEDUCTIONS. IN ORDER FOR THE PRODUCTION COMPANY TO COMPLY WITH RTI AND FOR US TO BE ABLE TO PAY CREW, YOUR INVOICE NEEDS TO INCLUDE THE FOLLOWING:

- 1) FULL CORRECT NAME AS REGISTERED WITH HMRC (NO NICKNAMES OR SECOND NAMES AND THE NAMES NEED TO BE THE RIGHT WAY ROUND I.E. FORENAMES FOLLOWED BY YOUR SURNAME). WHERE EMPLOYEES ARE FROM OVERSEAS, THE NAME NEEDS TO REFLECT WHAT IS ON THE PASSPORT.
 - 2) DATE OF BIRTH
 - 3) NI NUMBER OR IF EXEMPT SUPPLY A COPY OF YOUR CURRENT LP10 LETTER, COMPLIANCE LETTER OR LORIMER LETTER ISSUED BY THE FILM INDUSTRY UNIT
 - 4) DETAILS OF GENDER
 - 5) FULL HOME ADDRESS
 - 6) IF INVOICING AS A LTD COMPANY PLEASE ENSURE THAT YOUR COMPANY NUMBER IS INCLUDED ON THE INVOICE.
- ANY OMISSION OF THE ABOVE WILL RESULT IN YOUR DETAILS BEING REJECTED BY HMRC AND WILL THEREFORE DELAY YOUR PAYMENT FROM THE PRODUCTION COMPANY.