

Payment Policy

Travellers

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“If The Method Works, Why Change It.”

This following is an extract taken directly from the Travellers Service Level Agreement and the Travellers Terms and Conditions of the Travellers Service Level Agreement issued to all Travellers when engaging with a project.

Effective from 1 April 2012 (unless stated otherwise) for new and existing Travellers. This is not an exhaustive list of Conditions and should not be considered as the definitive guide. The following Conditions have been produced to clarify and assist in giving detail to terms and conditions referred to in the Service Level Agreement (SLA) the Quote and any following documents.

Travellers Service Level Agreement

3. PAYMENT TERMS

- 3.1 The *Traveller* is required to invoice Methodworks Production Ltd upon engagement of service and such invoice will include the title given upon the **TSLA**, a reference as supplied by Methodworks Production Ltd, the agreed payment as stated upon the **TSLA** and the statement “I understand I am responsible for paying my own taxes” at the base.
- 3.2 Any service, *materials*, time or added value additional to the original agreement within the **TSLA** in conjunction with the *Travellers Terms and Conditions* may incur an additional cost which must be agreed upon by both *Parties and included as an Additional Memo*.
- 3.3 Methodworks Production Ltd will endeavour to reconcile the satisfactory invoice upon completion of service provided, within 7 days where possible, and no later than 30 days unless otherwise agreed.
- 3.4 The *Collaborator* understands and is clear that they are paying for a *service* whose sole outcome is the materials or service provided to produce the end product and are therefore in no such means employing the *Traveller*, its representatives or the freelancers brought onto and throughout the *project*, nor are they paying for complete control over the service and how it is provided. Rather the *Collaborator* is paying for the means to produce the end product with the *Traveller* as agreed upon in the *Journey Description*, **TSLA** and *Travellers Terms and Conditions*.

Travellers Terms and Conditions

2.0 Payment and Delivery

- 2.1 The policy set herein for the payment and delivery policy is as such; i) Methodworks Production Ltd endeavours to source work that meets with the required skill level and abilities of the Traveller and as such reflect payment of the services provided ii) using the *Travellers Profile* as a guide, Methodworks Production Ltd will offer the Traveller a project at a fixed price, which may or may not include expenses iii) upon agreement of this figure, the Traveller will be expected to complete and sign a **TSLA** and abide by its contents and accompanying documents iv) the Traveller is required to invoice Methodworks Production Ltd as set out in section **3 PAYMENT TERMS** of the **TSLA** upon engagement and no later than seven days following completion of the service provided v) upon satisfaction of invoice and completion of service, Methodworks Production Ltd will release payment within 7 days and no later than 30 days of service being completed.
- 2.2 Where possible, expenses will be covered for the Traveller which may include at the Producers discretion contribution or full compensation for travel, accommodation, materials and refreshments. Where such expenses are covered, a receipt must be provided to receive such compensation.



- 2.3 The only exception to this payment policy is either through default of the **TSLA**, delay or failure of payment from Methodworks Production Ltd Collaborator or through amendment of the **TSLA** (as stated in clause 7.1 of the **TSLA** which should therefore have an accompanying additional memo stating any such changes).
- 2.4 In the event that requirements of a project grossly exceed the agreement of service as outlined in the **TSLA** and accompanying documents, an additional payment may be negotiated and attached as an amendment to the original **TSLA** as set out in clause 7.1 of the **TSLA**.

As stated on the first page, these are not an exhaustive list of conditions and should further clarification of anything written within this document, the quote or the SLA be sought, please contact accounts@methodworksproduction.com.

Issued by Methodworks Production Ltd.
www.methodworksproduction.com

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