

# **CHRISTOPHER CAVE'S LABOR BILLING & PAYMENT POLICY**

## **TERMINOLOGY**

For the remainder of this document, Christopher Cave will be referred to as "Technician". All terms and conditions are negotiable prior to booking the work.

## **IN TOWN LABOR**

In town labor is considered any work performed within a 20-mile radius of the Technician's office.

## **DAY RATES**

Day rate is based on a 10-hour day. A Technician needs at least eight (8) hours off to begin a new day rate. All Days will be billed a full day regardless of hours worked. No Half days are acceptable unless agreed to in advance in writing by both parties. Half-Day rate equals 70% of the full day rate.

## **MEAL BREAKS/BREAKS**

Meal breaks are taken off the technician's billable hours, provided the break is at least one hour long and the technician is allowed to leave the work site. Partial hours or meals provided on site are not taken off the total hours submitted. The technician takes only one hour off per meal break. Technicians must have one meal break or have an opportunity to eat before the first eight hours of their shift is complete. The Technician is entitled to a 15 minute break for each two hours on the job.

## **OVERTIME**

Overtime is billed for any work performed beyond ten (10) hours a day, including lunch and dinner breaks, and is billed, hourly, rounded up to the next hour, at 1.5 times the hourly day rate.

## **HOLIDAYS**

All federal holidays (New Year's Day, Martin Luther King, Jr., Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Christmas Day) are billed at over time rates, with double time after ten (10) hours.

## **DOUBLE TIME**

Double time is billed for any hours worked past midnight. Any call ending past midnight with the technician receiving less than eight (8) hours off the clock, the technician returns at his double time rate until he receives eight (8) hours off the clock. Double time is billed for the first five (5) hours of any call time starting between midnight and 6 am; the next five (5) hours are billed at straight time. After ten (10) hours the technician is in overtime.

## **TURNAROUND**

If a technician gets less than eight (8) hours off between call times, the technician will be in turnaround and a rate increase will occur on the next shift. A rate increase is a step up in this order: straight time, overtime, and double time. If the technician is in double time when turnaround occurs, the next call will be at double time rate. Turnaround will be in effect until the technician is given eight (8) hours off.

## **CONTINUOUS PAY**

If a technician gets less than four (4) hours off between shifts, the hours will be billed straight through, continuously.

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## **TRAVEL DAY RATE**

A travel day rate is billed for travel to and return from an out-of-town-show. A minimum of five (5) hours travel time is billable to the client. Travel includes early airport arrival, ground transportation, delays, layovers, and postponements. All transcontinental trips are billed as full day rates. The travel day clock starts two hours prior to scheduled departure time. Travel time ends upon arrival at final destination - hotel or home office for return. Travel rate applies only for a travel-only day. Standard labor rates and terms apply for travel on days that will also include regular service labor - including overtime and turnaround policies.

Any delays due to air or ground transportation are billable. Any ground transportation, tolls, fees, or other incidentals will be billed at actual cost. All hours begin and end accordingly to the time zone the technician has traveled from. If technician provides his own transportation it is billable at the current governmentally posted "per mile" rate.

## **PER DIEM**

When travel outside a 20-mile radius of the home office is required, Per Diem will be billed in the amount of \$80 per day for food and sundries. Rates may be higher for travel outside of the continental United States.

## **HOTEL ACCOMMODATIONS**

Hotel accommodations will be required if their day ends between the hours of midnight and 6:00 am. The Technician's Hotel room will not be shared, unless agreed to at the time of booking.

## **CANCELLATION**

Any job cancelled with less than 7 days notice prior to the job's intended start date will be billed to the client at full a day-rate for the first day cancelled, and at half-day rate for the remaining days booked.

## **PAYMENT FOR SERVICES**

All payments are due and payable to the Technician upon completion of the project. A two week grace period from the completion date of the project is allowed for all payments to be made. If any final payments are made past the two week deadline, any unpaid remainders will be billed back to the client with added interest, compounded daily, at the current prime interest rate plus 8%.