**REDBOOK CASTING**

**AGENT’S CODE OF CONDUCT**

**(Agreed November 2017)**

1. Membership of RedBook Casting shall be conditional upon the client accepting this Code of Conduct.

1. RedBook Casting does not claim to have authority to offer the services of or in any other way represent a client except with the specific consent of that client.

1. RedBook Casting will not undertake representation of a person who has previously been represented without making every reasonable endeavour to satisfy themselves that the said person has previously terminated the earlier representation. He or she shall use their best endeavours to conclude a mutually satisfactory arrangement over commission that may continue to be payable to the previous agent.

1. RedBook Casting’s terms of business including current commission rate (15%) shall be clearly stated in writing and agreed at the commencement of representation. Any variation in commission rate thereafter must be agreed with the client in writing.

1. RedBook Casting in advising or negotiating on behalf of a client will be governed by no consideration other than a conscientious regard for the professional welfare of the client.

1. RedBook Casting having any interest in any enterprise shall not negotiate for the services of or the property of a client for such enterprise without first disclosing the member’s interest to that client.

1. RedBook Casting unless otherwise mutually agreed with clients, shall account for and remit all monies they receive on behalf of their clients within 14 days of bank clearance.

1. RedBook Casting shall allow their clients at all reasonable times the right to verify and authenticate any statement of their account and shall promptly and regularly provide their clients with full details of any transaction handled by them on their behalf.

1. RedBook Casting shall use their best endeavours to provide their clients with information that the clients may reasonably request relating to their contracts negotiated by RedBook Casting.

1. RedBook Casting shall not seek to enforce any time restriction in relation to a client's notice of termination of representation.

1. In the event of termination of the Agency Agreement and provided that RedBook Casting (or its heirs assigns or other successor in title) is able and willing to continue representation - that is, to fulfil monitoring, accounting, remitting and related services – RedBook Casting is entitled to collect all monies and to take continuing commission in respect of and in accordance with contracts previously concluded with and on behalf of the client and appropriate commission in respect of contracts already initiated.

I confirm that I accept the above Code of Conduct.

Signed: ………………………………………………………………… (Client’s Signature) ***\*\****

Date: …………………………………………………

Signed by: Natalie James (for RedBook Casting)

***\*\**** *If under 18, a parent/carer’s signature is required.*

Please sign this Code of Conduct and return us at redbookcasting@outlook.com

*or* post to: **RedBook Casting, Blackburne House, Hope Street, Liverpool, L8 7PE**