

Date

Talent Agency

Address

Dear \_\_\_\_\_

RE:

We confirm our telephone discussions of today's date and wish to confirm the following:

1. You are to supply (number of people):
2. The date/s the people are required are:
3. The location is as follows:
4. The rate per person per day is \$ \_\_\_\_\_
5. The payment of all people supplied by you will be your responsibility and you will also be responsible for all deductions and payments of statutory levies including income tax, payroll tax, superannuation and maintenance of workers' compensation insurance.
6. If the person/s provided are unsatisfactory and we notify you within four hours, then we shall incur no charge for those services.

If you have any queries regarding the above mentioned matters, please do not hesitate to contact us further.

Yours faithfully