



MODULE 8 WORKSHEET

POTENTIAL ISSUES

TOP TIP GENERAL RULE OF THUMB BE SUPER ORGANISED AND RECORD/DOCUMENT EVERYTHING

LATE PAYMENTS

As a freelancer only you are responsible for making sure you invoice the client on time and correctly as per the terms for each individual client. This can sometimes include lengthy admin processes like filling out supplier forms, payment portals and waiting for PO Numbers to be raised even before you submit an invoice. From my experience try working through all the invoicing details before you finish the job so you are not bombarded after wrapping a job or the client has the opportunity to delay replying to you. Even when you have done everything to the letter on your end - company payments can still be late. Make sure you lay out your own payment terms on your invoices including late payment fees and be mindful of client payment terms which can vary between net 15, 30, 60 or 90 Days ! Do your googles on what you can do legally if a client payment is late it could be something you settle with a lawyer. Also setting out a contract before starting work on a job can help confirm all the fine details including fee and payment terms.

CLIENT BUDGETS/FLOAT BUDGETS

Sometimes you will require a shopping budget from a client to get the job done. This can come as huge sums of money acting as a "cash float" for you to get as many options as possible, fit the looks for the client and then refund or exchange were possible. Or the shopping budget allocated will be expected to be spent on all possible expenses to get the job done. Some clients may pressure you to front your own money and invoice expenses at the end. Try to avoid fronting your own money - no one needs to get into debt for someone else's business. Some important points on receiving and returning client float budgets:

1. Make sure you have another current account that can receive large sums and that your accounts are in order so you can separate income from client budgets.
2. ALWAYS check the return and refund policy when buying items and that the terms fit within what you need for the job.
3. If you are refunding pieces making sure they are in a resellable condition or the condition the store will accept them in.
4. Keeping every single receipt as a proof of purchase as it is something you will need for your own records and will also need to hand in to the client.
5. When receiving a cash float you will need to break down exactly what was spent into a spreadsheet. Do this as you go along in the job so there are no surprises like running out of budget and of course so that all the numbers add up. You will need to do this for your records, client records and also to know exactly how much money you will need to return to the client.

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EXPENSES

Similarly to client float budgets you may be expected to front cash on your expenses like travel, food, postage, couriers and then add them to your invoice at the end. This is common practice however always communicate with the client if for example you foresee the expenses being too high for you to front ahead of payment and that you may require extra support.

TROUBLESHOOTING

Things in this business have a tendency to deviate from the plan, whether it's shoot dates changing, deliveries not arriving, budget delays or just plain old no responses from PR's. This can have you thinking on your feet at all time and can be quite stressful. It's important to remember to be flexible and a solution based person. Making sure you try and pull in as many options as possible and expanding your reach out pool for call ins is a way of controlling a drop outs on loans. In the possibility of not always getting your dream look you must always be thinking about how you can recreate that in another way. Always have a back up plan in mind and always make sure you are communicating with the rest of your team about it.

TIME MANAGEMENT

There never feels like there is enough time for us as Fashion Stylist's it's important to be super organised and maintain a sense of urgency at all times as there will be times when things just do not go to plan. How time is organised per job is something you will become more familiar with when you are assisting but being good at time management is a trait that will make you an amazing assistant and Fashion Stylist.

FEEDBACK

With every job there will be feedback and criticism it's important to have a balance of being able to defend your ideas but also compromise where necessary. In some jobs your role requires a lot of feedback and sign off to what the client wants or needs. Always have a positive demeanour and welcome the feedback - good communication and a good attitude will make this process not feel like an attack.

AUTHENTICITY

Having conviction in what you are producing is what creates authentic work. Authenticity stands the test of time and will set you apart from others and will create your signature style. Being culturally aware and sensitive to what you are communicating to the world through your work is equally important. Constantly strive to represent integrity in your work and in the same breadth keep yourself educated on what is going on in the world around you - Fashion Styling although seen as fantasy also represents the current life and times! Additionally cultural appreciation only please.

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COMMUTING

If you don't live in a major city it may feel overwhelming knowing where to start. Fashion Styling is a craft that requires a lot of dedication and consistency. If you don't live in a major city I recommend either commuting to work experience opportunities or doing interning stints in major cities to see if Fashion Styling is definitely something you want to pursue with the eventual plan of moving to where the work is. Basically do what it takes to chase your dreams !

WORKPLACE ETIQUETTE

I feel like I've mentioned this a few times throughout the course but your professional attitude can be something that can make or break your career. Here are a few pointers I may have forgotten but are important to note ...

- While you are assisting always imagine you'll probably be working with all the people you are interacting with yourself in a few years, be personable, polite and memorable :)
- Sometimes jobs will throw a curveball request - try and balance being assertive, realistic and a 'yes person' all at the same time
- The industry is small and people talk, stay professional and don't be a chatty patty.
- Try and reply to every email graciously and professionally even when who you are communicating with isn't.
- Don't wear the samples.
- Enjoy and embrace the process ! It's going to be a long road but it will be a fun one, there is nothing like the feeling of seeing your work come back from a shoot and just loving everything you put into it <3

NO TASK HAVE A REST *PHEW