

# CREW DEAL MEMO

PRODUCTION CO. \* \_\_\_\_\_

SHOW \* \_\_\_\_\_

NAME \* \_\_\_\_\_

ADDRESS \* \_\_\_\_\_

\_\_\_\_\_

START DATE \* \_\_\_\_\_

JOB TITLE \* \_\_\_\_\_

UNION/GUILD \_\_\_\_\_

RATE (In Town) \* \_\_\_\_\_

(Distant Loc.) \_\_\_\_\_

ADDITIONAL DAY(S) PRO-RATED @ \_\_\_\_\_ (th)

OVERTIME \_\_\_\_\_ After \_\_\_\_\_ hours

DATE \* \_\_\_\_\_

PROD # \_\_\_\_\_

SOC.SEC. # \* \_\_\_\_\_

PHONE (Home) \* \_\_\_\_\_

(Beeper) \_\_\_\_\_

(Fax) \_\_\_\_\_

ACCOUNT # \_\_\_\_\_

Exempt  Non-Exempt (to be paid on hourly basis only)

Per Day for a \_\_\_\_\_ 6-day week

Per Hour for a \_\_\_\_\_ 5-day week

Of a week \_\_\_\_\_

After \_\_\_\_\_ hours

BOX RENTAL \_\_\_\_\_ Per Day

EQUIPMENT/VEHICLE RENTAL \_\_\_\_\_ Per Day

MILEAGE ALLOWANCE \_\_\_\_\_ Per Day

NOTE: Box & Equipment rental & mileage allowance are subject to 1099 reporting.—Any equipment rented by the Production Co. from the employee must be listed or inventoried before rental can be paid.

TRAVEL/ACCOMMODATIONS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

EXPENSES/PER DIEM \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

OTHER \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

LOAN OUT

CORP. NAME \_\_\_\_\_ FED. ID# \_\_\_\_\_

ADDRESS (If Different From Above) \_\_\_\_\_

\_\_\_\_\_

AGENT \_\_\_\_\_ AGENCY \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE # \_\_\_\_\_

\_\_\_\_\_ FAX # \_\_\_\_\_

EMPLOYER OF RECORD \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE # \_\_\_\_\_

\_\_\_\_\_ FAX # \_\_\_\_\_

IF AWARDED SCREEN CREDIT, HOW WOULD YOU LIKE YOUR NAME TO READ \* \_\_\_\_\_

\_\_\_\_\_

APPROVED BY \* \_\_\_\_\_ TITLE \* \_\_\_\_\_

ACCEPTED \* \_\_\_\_\_ DATE \* \_\_\_\_\_

\_\_\_\_\_

(I don't think all these fields are necessary -- I just use the ones marked with a red asterisk [\*])