

Please complete this form and return to psclientservices@extremereach.com

| GENERAL INFORMATION | | | | |
|---|---|--|--------------------------------|---|
| Production Company Name | | | FEIN / Business Number | |
| Street Address | | City, State, Zip | | |
| Phone (Appears on Paystubs and/or Legally Required Labor Notices) | | Email (For Employees to Return legally Required Labor Notices To) | | |
| Type of Entity | INC | LTD | PTP | LLC |
| [US Only] State Where Registered/Incorporated | | Parent Company Name | | |
| COMPANY CONTACT INFORMATION | | | | |
| Contact Name | | Title | | |
| Phone | | Email | | |
| Additional Contacts | | | | |
| PROJECT DETAILS | | | | |
| This form is for a single Project. Project Name: | | | | |
| Synopsis: | | | | |
| Project Type | | | | |
| Feature | Episodic Network TV Series | High Budget SVOD Episodic Series w/Pilot Episode | | Pay TV Movie |
| Feature, Limited Release in Theatres | Multi-Part Closed-End Series (Limited Series, Miniseries) | High Budget SVOD Episodic Series Straight to Series | | AVOD |
| Basic Cable Series | Pay TV Episodic Series w/ Pilot Episode | High Budget SVOD Multi-Part Closed-End Series (Limited Series, Miniseries) | | Live/Special Event |
| Basic Cable Movie | Pay TV Episodic Series, Straight to Series | Other than High Budget Program | | Commercial |
| Project Length | | | | |
| Less than 20 minutes | 60 minutes | 120 minutes | Streaming 36-65 minutes | 96+ minutes Live Action budgeted over \$30M with over 20M subscribers |
| 30 minutes | 90 minutes | Streaming 26-35 minutes | Streaming 66+ minutes | |
| Airtime | Primetime Dramatic | Primetime Non-Dramatic | Non-Primetime Dramatic | Non-Primetime Non-Dramatic |
| Filming | Single Camera | Multi-Camera | Supplemental Digital Agreement | Supplemental Videotape Agreement |

| | | | | | | |
|---|---------------------------------|---|---------------|--|----------------------|---|
| Prep Start Date | | Principal Shoot Date | | | Wrap/Post Date | |
| Who will be paid? | | Talent | | Editorial | | Staff |
| List approximate number of employees. | | Crew | | Extras | | Minors |
| Interested in learning about digital payroll vouchers for a 2% Extras Handling Fee? | | | | Yes | No | |
| Overall Budget (Annual for multiple projects) | | Payroll Budget (Annual for multiple projects) | | Shoot Locations: Street Address, City, State | | |
| Check all that apply | Shooting Outside or the Country | Tax Incentive Shoot | Union Payroll | Non-Union Payroll | Bonded | |
| Project Includes (check all that apply): | | Use of watercraft / filming over/under water | | Work with animals | | Stunts, falls, fight scenes, athletic activities, dancing |
| If any are selected, complete the Stunt/High-Risk Questionnaire. | | Use of aircraft/helicopters/ ballones/drones | | Use of pyrotechnics or firearms | | Work on or around trains or railroads |
| UNION INFORMATION | | | | | | |
| CREW DETAILS | | | | | | |
| U.S. | Canada | Other: | | | Union | Non-Union |
| Main Crew Technician's Union | IATSE | Area Standards | NY IATSE | Teamsters | National Low Budget: | |
| Canada IATSE | BCCFU (891,669,155) | 212 | 411 | 514 | 667 | 873 |
| TALENT DETAILS | | | | | | |
| U.S. | Canada | Other: | | | Union | Non-Union |
| Guilds | | | | | | |
| SAG-AFTRA: | Basic Agreement | Sideletter K | | Low Budget | Moderate Low Budget | Ultra Low Budget |
| AFTRA Network Code: | Front of the Book | Exhibit A (includes Situation Comedies) | | | FLTTA | |
| DGA: | Basic Agreement | Low Budget, specify level: | | | | |
| WGA: | WGA | | | | | |
| [CANADA ONLY] Guilds | ACTRA | SAG-AFTRA (Global Rule One) | | UBCP | DGC | WGC |
| [CANADA ONLY] Producer's Association Affiliation | CMPA | QFTC | AMPTP | Non-Member | Pending Member | Member# |
| Signatory Company Name | | | | | | |
| Union/Guild Rep Name | | | | Email | | |

| PAYROLL INFORMATION | | | | | |
|--|---|---------------|--|-----------------------------|-------------------------|
| Pay Period (semi-monthly and monthly options are not available): | Weekly | Bi-Weekly | Payroll Week Sunday-Saturday | Monday-Friday (off Sat/Sun) | Other / Non-Traditional |
| Payday | Monday | Tuesday | Wednesday | Thursday | Friday |
| Payment Method | ACH Debit | Wire Transfer | Petty Cash Cards? Yes No | | |
| How should your payroll checks be delivered? | Bill Production Company for shipping USPS at current postage rate | | Pick up from XR Extreme Reach office (if applicable) | | |
| | Charge to Production Company's account. FedEx: | | UPS: | | |
| [US ONLY] Per the CA Paid Sick Leave Act Compliance, which best represents your company's policy: | | | | | |
| | Accrue paid sick leave pursuant to the minimum requirements of the law. | | Employer provides no less than 3 days of sick leave at beginning of each year. | | |
| [US ONLY] Would your company like to offer health insurance to your full time, non-union employees? Effective January 1, 2015, the Affordable Care Act's Employer Shared Responsibility provision requires Applicable Large Employers to offer affordable health insurance coverage that meets minimum essential coverage standards or pay a penalty for non-compliance. | | | | | |
| | | | | Yes | No |
| A Certificate of Liability Insurance naming XR Extreme Reach Payroll Solutions as additionally insured must be provided before any payroll processing. The guidelines for this certificate will be provided for your reference. | | | | | |
| Will you be using Paperless Solutions to enter employee start paperwork and time cards electronically? | | | | Yes | No |
| Will you be using our accounting software, Luca? | Yes. I will complete the setup form below and provide a copy of my budget (preferably from Movie Magic) soon. | | No. For tracking production costs/expenses, we use: | | |
| Will you need a file export/digital copy of your invoices to load to your bookkeeping system? | | | | Yes | No |
| AUTHORIZATION | | | | | |
| Name | | | Title | | |
| Phone | | | Email | | |
| Labor EOR Approved | ERPS | ERPP | Date | | |