

Project Information Request (PIR)

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	LLC	
(US Only) State where Registered/Incorporated			Parent Company Name	
CONTACT INFORMATION				
Company Contact Name / Title		Phone / Email		
Finance/Accounting Contact / Title		Phone / Email		
Contract Signer Contact / Title		Phone / Email		
Additional Contacts (Name / Title / Phone / Email)				
PROJECT DETAILS				
Project Name:				
Synopsis				
Project Type				
Feature	Episodic Network TV Series w/ Pilot Episode		High Budget SVOD Episodic Series w/ Pilot Episode	Pay TV Movie
Feature, Limited Release in Theatres	Episodic Network TV, Straight to Series		High Budget SVOD Episodic Series Straight to Series	AVOD/Fast Channels
Movie Made for Television	Multi-Part Closed-End Series (Limited Series, Miniseries)		High Budget SVOD Multi-Part Closed-End Series (Limited Series, Miniseries)	Live/Special Event
Movie Made for Basic Cable	Pay TV Episodic Series w/ Pilot Episode		Other than Hight Budget Program	Commercial
Basic Cable Series	Pay TV Episodic Series, Straight to Series			
Project Length				
30 Minutes	90 Minutes	Streaming less than 20 minutes	Streaming 36-65 minutes	96+ minutes Live Action budgeted over \$30M with over 20M subscribers
60 Minutes	120 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 appropriate number of employees	Crew	Extras*	Minors			
<i>*More than 15 extras must use digital vouchers with EverySet (lower handling fee applied)</i>						
Overall Budget (Annual for multiple projects)	Payroll Budget (Annual for multiple projects)	Shoot Locations: Street Address, City, State				
Check all that apply	Shooting Outside the US	Tax Incentive Shoot	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/ balloons/ drones	Use of pyrotechnics or firearms	Work on or around trains or railroads			
PROJECT DETAILS						
CREW DETAILS						
U.S.	Canada	Other:	Union Non-Union			
US Crew	IATSE	Area Standards	NY IATSE	Teamsters	National Low Budget: Choose one:	
US Crew	IATSE	Area Standards	NY IATSE	Teamsters		
National Low Budget:		Ultra Low Budget	Tier One A	Tier One B	Tier 2	Tier 3
Canadian Crew	BBCFU (891,669,155)	IATSE (please specify locals)			NABET-700	
TALENT DETAILS						
U.S.	Canada	Other:				Union Non-Union
GUILDS						
SAG-AFTRA	Basic Agreement	Sideletter K	Low Budget	Moderate Low Budget		
	Ultra Low Budget	Micro-Budget Agreement	Short Film			
AFTRA Network Code	Front of the Book	Exhibit A (includes Situation Comedies)				
DGA	Basic Agreement	FLTTA	Low Budget, specify level:			
WGA	WGA					
[CANADA ONLY] Guilds	ACTRA	UBCP	UDA	SAG-AFTRA	DGC	WGC
[CANADA ONLY] Producer's Association Affiliation	CMPA	AQPM	AMPTP	Non-Member	Pending Member	Member
Signatory Company Name						
Union/Guild Rep Name	Email					

PAYROLL INFORMATION					
Pay Period*	Weekly (7 days)	Bi-Weekly (14days)	Payroll Week	Monday-Friday (off Sat/Sun)	Sunday-Saturday
*Must be 7 or 14 day pay period			Other / Non-Traditional (ex: Tuesday-Monday)		
Payday	Monday	Tuesday	Wednesday	Thursday	Friday
How should your payroll checks be delivered?	Bill Production Company for shipping USPS at current postage rate Charge to Production Company's account. FedEx:			Pick up form XR Extreme Reach office (if applicable) Use remote Check Printing 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 companies with 50+ full-time equivalent employees]:					
Who is your health insurance/ACA compliance vendor or broker?					
Will you need XR to set up employee payroll deductions for your offered health plan?			Yes	No	N/A
A Certificate of Liability Insurance naming XR Extreme Reach as additionally insured must be provided before any payroll processing. The guidelines for this certificate can be found here .					
If NOT using XR accounting system for tracking costs/expenses, will you need a file export/digital copy of your invoices to load to your bookkeeping system?					
Yes. Which System:			No	N/A (using XR Accounting)	
AUTHORIZATION					
Name			Title		
Email			Phone	Date	

FOR XR INTERNAL USE ONLY					
XR Internal Labor EOR Approved	ERPS	ERPP			
XR Internal Systems:	XRP	Linx	Luca		