

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 applies to all				
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 High 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		
List appropriate number of employees			Crew			Extras*		
						Staff		
						Minors		
*More than 15 extras must use digital vouchers with EverySet (lower handling fee applied)								
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		
If any are selected, complete the Stunt/High-Risk Questionnaire			Use of aircraft/ helicopters/ balloons/ drones			Use of pyrotechnics or firearms		
						Stunts, falls, fight scenes, athletic activities, dancing		
						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/Union:		
IA National Low Budget:			Ultra Low			Tier 1A		
						Tier 1B		
						T2-LA/PC		
						Tier 2-NPC		
						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		
						Vertical Micro-Dramas		
AFTRA Network Code			Front of the Book			Exhibit A (includes Situation Comedies)		
DGA			Basic Agreement			FLT TA		
						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			Pick up form XR Extreme Reach office (if applicable)		
	Charge to Production Company's account.			Use remote Check Printing		
	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 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			