



2300 Empire Ave.  
5th Floor  
Burbank, CA 91504  
(818) 848-6022

1560 Broadway  
Suite 701  
New York, NY 10036  
(818) 848-6022

# ACTORS WEEKLY TIME SHEET

Employer: New C.A.P.S., LLC, FEIN: 27-4217142

## WORK STATUS

- SW START WORK
- SWF START WORK FINISH
- SWT START WORK TRAVEL
- W WORK
- H HOLD
- TR TRAVEL ONLY
- R REHEARSE
- T TEST
- L LOOPING
- WF WORK FINISH
- TRF TRAVEL WORK FINISH

ARTIST NAME \_\_\_\_\_ SOCIAL SECURITY # \_\_\_\_\_ WEEK ENDING \_\_\_\_\_

LOAN OUT COMPANY \_\_\_\_\_ FEDERAL ID # \_\_\_\_\_

LOCATION CITY \_\_\_\_\_ WORK STATE \_\_\_\_\_ COUNTY \_\_\_\_\_ FOREIGN \_\_\_\_\_

TITLE OF PRODUCTION \_\_\_\_\_ STUDIO  LOCATION  PROD # \_\_\_\_\_

ACCT #	DAY	DATE	WORK STATUS	START TRVL	MKP/WRD		ON SET	MEAL #1		MEAL #2		WRAP	MKP REM	TRAVEL		TOTAL HOURS	T.T @ 1.5X	O.T @ 1.5X	DBL @ 2.0X	STUNT ADJ	NDB	MISC. PMT
					IN	OUT		IN	OUT	IN	OUT			FROM	TO							
	SUN																					
	MON																					
	TUE																					
	WED																					
	THU																					
	FRI																					
	SAT																					
	TOTAL																					

FOR ACCOUNTING PURPOSES

DAILY AMT \$ \_\_\_\_\_ GUARANTEE \$ \_\_\_\_\_

WEEKLY AMT \$ \_\_\_\_\_ GUARANTEE \$ \_\_\_\_\_

SUMMARY (TO INCLUDE IN AGENT FEE)				
ACCT #	HRS		RATE	TOTALS
		WEEK/DAY		
		DAILY OT 1.5X		
		DAILY OT 2X		
		WEEKLY OT		
		LOC ALLOW		
		STUNT ADJ		

MISCELLANEOUS PAYMENTS		
ACCT #	NON-TAXABLE	TAXABLE
	PER DIEM MEALS	PER DIEM MEALS
	\$	\$
	PER DIEM LODGING	PER DIEM LODGING
	\$	\$
	MILEAGE	MILEAGE
	\$	\$
	KIT RENTAL	KIT RENTAL
	\$	\$
	ADVANCE	ADVANCE
	\$	\$

SUMMARY (DO NOT INCLUDE IN AGENT FEE)				
ACCT #	HRS		RATE	TOTALS
		WARDROBE FITTING		
		MEAL PENALTY		
		FORCED CALL		
		WARDROBE CLEANING		
		TRAVEL TIME		
		AGENT FEE		

**GRAND TOTAL**

TALENT SIGNATURE \_\_\_\_\_

APPROVED BY \_\_\_\_\_

**CAPS COPY**

By signing this form, I authorize the employer, or its services or payroll provider, to take deductions from my earnings (regardless of payment method) to adjust previous overpayments if and when said overpayment may occur.  
By signing this form, I certify that I have reviewed the information on this record and it accurately reflects all my start and stop times of work in this period, and, unless noted above, I further certify that I have taken all meal and other breaks that I am entitled to for this period.  
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