



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 I further certify that I have taken all meal and other breaks that I am entitled to for this period. CA residents: Your personal information may be collected in connection with certain services provided by Cast & Crew or its affiliated companies. A summary of your California privacy rights can be found at: <https://www.castandcrew.com/privacy-policy/>