



2300 Empire Ave. 36 W. 20th St.  
 5th Floor 3rd Floor  
 Burbank, CA 91504 New York, NY 10011  
 (310) 280-0755 (310) 280-0755

# ACTORS WEEKLY TIME SHEET

Employer: CAPS, 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	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 \_\_\_\_\_