



DEAL MEMO

Production Company: _____

Address _____

City, State, Zip _____

Project Title: _____

EMPLOYEE NAME <i>LAST, FIRST</i>	POSITION/JOB TITLE	SOCIAL SECURITY NO.
LOCATION/STATE	LOCATION/CITY	START DATE
HOME TELEPHONE	CELL	PAGER

Rate per Hour _____ *or Rate per Week* _____

Rentals, Description _____ **Rate** _____

Guaranteed Work Hours available each week _____

Other Terms _____

Employee Signature **Date**

Authorized Signature **Date**