PayReel *Payroll* **Plus** *for TV and Film*

DEAL MEMO

Production Company

_____

_____

Employer of Record

PayReel, Inc.
24928 Genesee Trail Road Ste 100
Golden CO 80401

Project: _____

Please print legibly!

Employee Name (last, first, middle initial)	Position	Last 4 of Soc Security #
Mailing Address (street, city, state & zip)		
Work State	Start Date	Supervisor Name
Primary Phone	Backup Phone	Email **(required)**

Guaranteed Rate ☐ Hourly _____ ☐ Daily_____/# of Hours _____ ☐ Weekly _____

Kit rental description _____ Rate _____(day/week)

Please submit EXPENSE/EQUIPMENT REPORT with weekly timesheet.

EMERGENCY INFORMATION

Emergency Contact _____ Phone _____

Physician _____ Phone _____

Health Insurance Provider _____ Policy # _____

Are there any medications, allergies or conditions that we should be aware of _____

_____

_____

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____