

Contract Services Letter

This form is intended for CSATF purposes. Please note: Requests are completed in the order that we receive them. We **do not** accept pictures or scans of the request form. Please ensure you submit the request form as a fillable PDF form.

If you need your days to be sent by **both** companies please ensure you submit this request to both email aliases, as requests are processed by two separate departments.

1. Send this form via email: **Cast & Crew:** contractserviceletters@castandcrew.com
CAPS: contractservices@capspayroll.com
2. Please allow a minimum of seven business days for processing.

EMPLOYEE NAME (FIRST, LAST)	LAST FOUR OF SSN	DATE OF BIRTH
MAILING ADDRESS		
CITY	STATE	ZIP CODE
PHONE NUMBER	EMAIL	
JOB TITLE/CLASSIFICATION	UNION/LOCAL	
PRODUCTION TITLE(S) OR TIMEFRAME (OPTIONAL)		

PLEASE INDICATE REASON FOR REQUEST:

- ☐ Placement to roster
☐ Upgrading

TIMEFRAME – For placement, up to one year. For upgrading, up to three years.

- ☐ One year
☐ Three years

PLEASE INDICATE COMPANY:

- ☐ Cast & Crew
☐ CAPS
☐ Both

PRINT NAME

TODAY'S DATE

2300 Empire Avenue, 5th Floor, Burbank, CA 91504 | 818.848.6022 | castandcrew.com