



**ACTRA**

**INSTRUCTIONS:**

SESSION FEES FOR TELEVISION OR RADIO SHOULD BE FORWARDED TO ACTRA NOT LATER THAN FIFTEEN WORKING DAYS AFTER THE WORK SESSION AND SHOULD BE MADE PAYABLE TO THE PERFORMER.

IN THE CASE OF LATE PAYMENTS, PENALTY FEES SHOULD BE ADDED.

AGENCY \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_

SPONSOR \_\_\_\_\_ PRODUCT \_\_\_\_\_

PRODUCTION HOUSE \_\_\_\_\_ PRODUCTION DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_

**SESSION PAYMENT**

\* BRANCH CODE

**XXXXXX**

THIS NO. MUST APPEAR ON ALL RESIDUAL PAYMENTS TOGETHER WITH R.P. SUFFIX NO. FOR THIS COMMERCIAL (I.E. # 1 FOR FIRST RESIDUAL PAYMENT, # 2 FOR SECOND, ETC.)

NUMBER OF NATIONAL COMMERCIALS	TV	RADIO	TAGS	TV	RADIO	REGIONAL CHANGES	TV	RADIO				
DEMO COMM.	TV	RADIO	PRESENTATION DEMO	SEASONAL COMM.	TV	RADIO	DEALER COMM.	TV	RADIO			
PUBLIC SERVICE ANNOUNCEMENT	TV	RADIO	LOCAL & REGIONAL ADDENDUM	CAT. NO.	TV	RADIO	LOCAL & REGIONAL SHORT LIFE	CAT. NO.	TV	RADIO		
SHORT LIFE ADDENDUM	TV	7 DAYS	14 DAYS	31 DAYS	45 DAYS	CHANGES	RADIO	7 DAYS	14 DAYS	31 DAYS	45 DAYS	CHANGES
MADE FOR INTERNET			INFOMERCIAL				DOUBLE SHOOT					
FROM BROADCAST TO INTERNET			TV	RADIO			JOINT PROMOTION					
SAG-ARTICLE 2404A (CDN \$)			SAG-ARTICLE 2404B (USA \$)									
USE IN OTHER COUNTRIES	2405		2406			OTHER**						
COMMERCIAL NAME OR NUMBERS											DOCKET NUMBER	

**CATEGORY SYMBOLS** PP - PRINCIPAL PERFORMER; SOC - SILENT-ON-CAMERA; VO - VOICE-OVER GS - GROUP SINGER; DEMO - DEMONSTRATOR; BP- BACKGROUND PERFORMER ; GBP - GROUP BACKGROUND PERFORMER; ST/C - STUNT COORDINATOR; ST - STUNT PERFORMER; SA - SPECIALTY ACT; C - CARTOONIST; PT - PUPPETEER; SS - SOLO SINGER; SD - SOLO DANCER; GD - GROUP DANCER; US - UNDERSTUDY; SB - STANDBY; SI - STANDIN; SV - SINGLE VOICE; MV - MULTIPLE VOICE.

**ADDITIONAL PAYMENT CODE** R - RECALL; PPR - PRE-PROD'N REHEARSAL; AWT - ADDITIONAL WORK TIME; OT - OVERTIME; TT - TRAVEL TIME; WC - WARDROBE CALL; H-M/C - HAIRDRESSING OR MAKE-UP CALL; NW - NIGHT WORK; RBD - REST BETWEEN DAYS; F - STEPPED UP FRENCH VERSION; LPP - LATE PENALTY PAYMENT; MPP - MEAL PENALTY PAYMENT; A/I - AUDITION/INTERVIEW; C/A - CREATIVE/AUDITION; Bb - BILLBOARD; LBT - LIMITED BROADCAST TEST T.V.

**EXCLUSIVITY CODE** B - COMPETITIVE PRODUCT  
C - NON-COMPETITIVE PRODUCT  
D - COMPLETE EXCLUSIVITY

MEMBERSHIP OR PERMIT NO.	SOCIAL INSURANCE NO.	PERFORMER'S NAME	CATE-GORY	SESSION FEE	EXCL. CODE	ABOVE MIN. FEES		ADDITIONAL PAYMENT		GROSS FEES	LESS 2% MEMBER DUES	LESS 4% DEDUCTION	NET FEE PAYABLE TO PERFORMER
						SESSION	RESI-DUAL	CODE	FEE				
ENGAGEMENT CONTRACT NUMBER FOR ABOVE PERFORMER				ACTRA	ACTRA	ACTRA	ACTRA	ACTRA	ACTRA	ACTRA	ACTRA	ACTRA	ACTRA ACTRA
ENGAGEMENT CONTRACT NUMBER FOR ABOVE PERFORMER				ACTRA	ACTRA	ACTRA	ACTRA	ACTRA	ACTRA	ACTRA	ACTRA	ACTRA	ACTRA ACTRA
ENGAGEMENT CONTRACT NUMBER FOR ABOVE PERFORMER				ACTRA	ACTRA	ACTRA	ACTRA	ACTRA	ACTRA	ACTRA	ACTRA	ACTRA	ACTRA ACTRA
ENGAGEMENT CONTRACT NUMBER FOR ABOVE PERFORMER				ACTRA	ACTRA	ACTRA	ACTRA	ACTRA	ACTRA	ACTRA	ACTRA	ACTRA	ACTRA ACTRA

A. TOTAL GROSS FEES	B. TOTAL DUES	TOTAL 4%	EMPLOYER'S CONTRIBUTION
\$	\$	\$	
		11% of BOX A	
		TOTAL 15%	TOTAL REMITTANCE PAYABLE TO ACTRA (15% OF GROSS FEE) CHEQUE #1
		\$	

PRODUCER \_\_\_\_\_ SIGNATURE \_\_\_\_\_

\* BRANCH CODES (ADDRESSES ON REVERSE)

V - VANCOUVER	T - TORONTO
E - EDMONTON	O - OTTAWA
C - CALGARY	M - MONTREAL
S - REGINA	H - HALIFAX
W - WINNIPEG	N - ST. JOHN'S

NO. OF COMMERCIALS PRODUCED AT SESSION

ACTRA G.S.T./H.S.T. #R134385111 Q.S.T. #1006293090TQ0001

IN QUEBEC APPLY QST ON TOP OF GST TO BOX C

TV  RADIO

ACTRA CONTRACT SERVICE FEE T.V. \$300.00 PER COMMERCIAL RADIO \$150.00 PER COMMERCIAL TOTAL ACTRA - C.S.F. PAYABLE TO ACTRA For Discounts See Contract Service Fee Section

SERVICE FEE	G.S.T/H.S.T./Q.S.T	C. TOTAL C.S.F.	TOTAL BOX B + C PAYABLE TO ACTRA CHEQUE #2
\$	\$	\$	\$

## OFFICE LOCATIONS

### ACTRA

#### BRITISH COLUMBIA

Union of B.C. Performers  
400 - 856 Homer Street TEL: 604-689-0727  
Vancouver, BC V6B 2W5 FAX: 604-689-1145  
e-Mail: [info@ubcp.com](mailto:info@ubcp.com)

#### CALGARY

Ste. 304, 1300 - 8<sup>th</sup> St. S.W. TEL: 403-228-3123  
Calgary, AB T2R 1J6 FAX: 403-228-3299  
e-Mail: [jblaney@actra.ca](mailto:jblaney@actra.ca)

#### EDMONTON

Ste. 302, 10324 82<sup>nd</sup> Avenue TEL: 780-433-4090  
Edmonton, AB T6E 1Z8 FAX: 780-433-4099  
e-Mail: [edmonton@actra.ca](mailto:edmonton@actra.ca)

#### SASKATCHEWAN

Ste. 212, 1808 Smith St., TEL: 306-757-0885  
Regina, SK S4P 2N4 FAX: 306-359-0044  
e-Mail: [saskatchewan@actra.ca](mailto:saskatchewan@actra.ca)

#### MANITOBA

203 - 245 McDermot Ave. TEL: 204-339-9750  
Winnipeg, MB R3B 0S6 FAX: 204-947-5664  
e-Mail: [manitoba@actra.ca](mailto:manitoba@actra.ca)

#### TORONTO

Ste. 200, 625 Church St. TEL: 416-928-2278  
Toronto, ON M4Y 2G1 FAX: 416-928-2852  
e-Mail: [info@actratoronto.com](mailto:info@actratoronto.com)

#### OTTAWA

Room 170, 2 Daly Avenue TEL: 613-565-2168  
Ottawa, ON K1N 6E2 FAX: 613-565-4367  
e-Mail: [ottawa@actra.ca](mailto:ottawa@actra.ca)

#### MONTREAL (Eastern Regional)

Ste. 530, 1450 City Councillors St. TEL: 514-844-3318  
Montreal, QC H3A 2E6 FAX: 514-844-2068  
e-Mail: [montreal@actra.ca](mailto:montreal@actra.ca)

#### MARITIMES

Ste. 103, 1660 Hollis Street TEL: 902-420-1404  
Halifax, NS B3J 1V7 FAX: 902-422-0589  
e-Mail: [maritimes@actra.ca](mailto:maritimes@actra.ca)

#### NEWFOUNDLAND & LABRADOR

685 Water Street TEL: 709-722-0430  
P.O. Box 575 FAX: 709-722-2113  
St. John's, NL A1B 5K8  
e-Mail: [newfoundland@actra.ca](mailto:newfoundland@actra.ca)

#### ACTRA FRATERNAL BENEFIT SOCIETY

1000 Yonge St. TEL: 416-967-6600  
Toronto, ON M4W 2K2 1-800-839-9513  
FAX: 416-967-4744  
e-Mail: [benefits@actrafrat.com](mailto:benefits@actrafrat.com)

#### ACTRA PERFORMERS RIGHTS SOCIETY (PRS)

Ste. 300, 625 Church St. TEL: 416-489-1311  
Toronto, ON M4Y 2G1 FAX: 416-489-1040  
e-Mail: [prs@actra.ca](mailto:prs@actra.ca)