

ASSIGNMENT CONFIRMATION/ ESTIMATE FORM



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TO:	Subject: _____ Purchase Order Number: _____ Client: _____ A.D./Editor: _____ Shooting Date(s): _____ Our Job No.: _____
<input type="checkbox"/> Assignment Confirmation <input type="checkbox"/> Job Estimate	

MEDIA USAGE		Promotion & Misc.
Advertising Animatic <input type="checkbox"/> Billboard <input type="checkbox"/> Brochure <input type="checkbox"/> Catalog <input type="checkbox"/> Consumer Magazine <input type="checkbox"/> Newspaper <input type="checkbox"/> Packaging <input type="checkbox"/> Point of purchase <input type="checkbox"/> Television <input type="checkbox"/> Trade Magazine <input type="checkbox"/> Other <input type="checkbox"/> Editorial/Journalism Book Jacket <input type="checkbox"/> Consumer Magazine <input type="checkbox"/>	Encyclodedia <input type="checkbox"/> Film Strip <input type="checkbox"/> Newspaper <input type="checkbox"/> Television <input type="checkbox"/> Text Book <input type="checkbox"/> Trade Book <input type="checkbox"/> Trade Magazine <input type="checkbox"/> Other <input type="checkbox"/> Corporate/Industrial Annual Report <input type="checkbox"/> Brochure <input type="checkbox"/> Film strip <input type="checkbox"/> House Organ <input type="checkbox"/> Trade Slide Show <input type="checkbox"/> Other <input type="checkbox"/>	Booklet <input type="checkbox"/> Brochure <input type="checkbox"/> Calendar <input type="checkbox"/> Card <input type="checkbox"/> Poster <input type="checkbox"/> Press Kit <input type="checkbox"/> Other <input type="checkbox"/> Web Site <input type="checkbox"/> NOTES:

Estimate Workspace

Assistants / Casting

Fee/Labor _____
 Film _____
 Transportation _____

Film & Processing

Black & White _____
 Color _____
 Polaroid _____
 Prints _____

Ground Transportation

Cabs _____
 Car Rentals &/or Mileage _____
 Other _____

Insurance

Liability _____
 Other _____

Location Search

Fee _____
 Labor _____
 Film _____
 Transportation _____

Location/Studio Rental Messengers & Trucking

Local _____
 Long Distance _____

Sets /Props/Wardrobe

Set design Fee _____
 Food _____

Materials _____
 Props _____
 Set Construction _____
 Set Strike _____
 Surfaces _____
 Wardrobe _____
 Other _____

Special Equipment/ Specialist Assistance

Electrician _____
 Hairdresser _____
 Home Economist _____
 Make-Up Artist _____
 Stylist _____
 Other _____

Talent

Adults _____
 Children _____
 Extras _____
 Animals _____

Travel

Air Fares _____
 Meals _____
 Hotels _____
 Overweight Baggage _____

Miscellaneous

Gratuities _____
 Shoot Meals _____
 Toll Telephone _____

TOTAL EXPENSES
 \$ _____

Photography Fee(s) & Totals

Principal Photography

(Basic Fee)
 \$ _____ Per day
 of photography, if applicable.

Description _____

Space and/or use rate (If Higher)

\$ _____ per page
 \$ _____ per cover
 \$ _____ per photo

Travel and/or Prep Days at \$ _____ per day

**Product or Subsidiary
Photography** \$ _____
 per photograph

**Postponement/
Cancellation/Resoot**
 % of original fee _____

Weather Days _____
 at \$ _____ per day

TOTAL FEE _____

TOTAL EXPENSES _____
(from column on left)

Fee Plus Expenses _____
Sales Tax *(if applicable)* _____

Grand Total _____
Advance _____
Balance Due _____