

Total Production Inc.'s Job Request Form (Sample)

	Job Estimate	
X	Confirmed Job (please fill)	Confirmed
	Date of Request:	Thursday, January 18, 2018
	Company Name	GoJoe Events
	Name:	Robert Moore
	Job Name:	Women's Health Expo
	Job Location:	Center548
	Street Address	548 West 22nd Street
	City, State, Zip Code	New York, NY 10011
	Additional Location Info:	(Between 10th and 11th Avenue)
	Website Address:	http://www.center548.com/
Day 1:	Job Day/Date:	Monday, January 22, 2018
	Type (Set-Up/Show/Strike)	Set-Up
	Number of TPI Employees	1 Foreman, 6 Stagehands
	Time of Job	10:00am
	Approximate Hours:	6 hours
	Onsite Contact Name/Cell:	Joe Foreman 1 (347) 555-1212
	Meeting Point	Loading dock, look for company truck
	Special Requests	Dress Blacks, Basic Tools
	Special Requests	Request certain TPI Employees (not gtd)
Day 2:	Job Day/Date:	Tuesday, January 23, 2018
	Type (Set-Up/Show/Strike)	Show Call
	Number of TPI Employees	1 Lead, 2 Stagehands, 1 A2
	Time of Job	7:00pm
	Approximate Hours:	5 hours
	Onsite Contact Name/Cell:	Joe Foreman 1 (347) 555-1212
	Meeting Point	2nd Floor
	Special Requests	Basic Tools
	Special Requests	
Day 3:	Job Day/Date:	Thursday, January 25, 2018

	Type (Set-Up/Show/Strike)	Strike
	Number of TPI Employees	6 Stagehands
	Time of Job	10:00pm
	Approximate Hours:	5 hours
	Onsite Contact Name/Cell:	Joe Foreman 1 (347) 555-1212
	Meeting Point	Loading dock, look for company truck
	Special Requests	Basic Tools
	Special Requests	
Day 4:	Job Day/Date:	
	Type (Set-Up/Show/Strike)	
	Number of TPI Employees	
	Time of Job	
	Approximate Hours:	
	Onsite Contact Name/Cell:	
	Meeting Point	
	Special Requests	
	Special Requests	
Day 5:	Job Day/Date:	
	Type (Set-Up/Show/Strike)	
	Number of TPI Employees	
	Time of Job	
	Approximate Hours:	
	Onsite Contact Name/Cell:	
	Meeting Point	
	Special Requests	
	Special Requests	

TPI Notes / Requirements

- **Five Hour Minimum Guarantee:** All jobs require a 5-hour minimum guarantee for both the load-in/set-up and the loud-out/strike.
- **Break Allowance:** For every 8-hour period worked TPI employees will require a 30 minute paid break.
- **Night Differential:** Any job (set-up or strike) starting or falling between the hours of 12:00am-4:00am will be billed a night rate to accomm overnight shift.
- **Overtime (OT):** Any job that requires more than 10.00 hours will be billed at an overtime rate.
- **Payment:** Payment is kindly requested within 14 days from job completion.
- **For additional info, please see the second tab listed below named PriceList**