

This form is for requesting a Contract Services Letter. Please note: Letter requests are completed on a first come, first serve basis. We will not be able to complete a letter without a signed copy of this form.

1. Please print clearly
2. Send this form to Cast & Crew via email: **contractserviceletters@castandcrew.com** or fax: **818.848.9484**
3. Please allow up to seven business days for processing

EMPLOYEE NAME	LAST FOUR OF SSN	DATE OF BIRTH	
MAILING ADDRESS			
CITY	STATE	ZIP CODE	
PHONE NUMBER	E-MAIL (OPTIONAL)		
JOB TITLE/CLASSIFICATION	UNION/LOCAL		
PRODUCTION TITLES (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

SIGNATURE

DATE