

## Contract Services Letter

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](mailto:contractserviceletters@castandcrew.com) OR  
 • CAPS via email: [contractservices@capspayroll.com](mailto:contractservices@capspayroll.com).
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	EMAIL	
JOB TITLE/CLASSIFICATION	UNION/LOCAL	
PRODUCTION TITLE(S) OR TIMEFRAME		

PLEASE INDICATE REASON FOR REQUEST: <input type="radio"/> Placement to roster <input type="radio"/> Upgrading	TIMEFRAME – For placement, up to one year. For upgrading, up to three years. <input type="radio"/> One year <input type="radio"/> Three years	PLEASE INDICATE COMPANY: <input type="radio"/> Cast & Crew <input type="radio"/> CAPS Both
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SIGNATURE	DATE
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