

UPLOAD
PHOTO

COMMERCIAL ENGAGEMENT CONTRACT

PART A TO BE COMPLETED
PRIOR TO PRODUCTION

CONTRACT #

BRANCH
CODE

AGENCY <small>(AGENCY PRODUCER)</small>	
ADDRESS	
SPONSOR/ PRODUCT	
PRODUCTION HOUSE	<input type="checkbox"/> CHECK IF PAYING SESSION FEE
DIRECTOR	
ADDRESS <small>(CORPORATE NAME WHERE APPLICABLE)</small>	
CONTRACTS WITH <small>(PERFORMER NAME)</small>	
TO SUPPLY THE SERVICES OF <small>(STREET)</small>	
<small>(CITY)</small>	<small>(PROVINCE)</small>
<small>(POSTAL CODE)</small>	
<small>(TELEPHONE)</small>	
<small>(EMAIL)</small>	
SOCIAL INSURANCE NUMBER	GST/HST #
	QST#
DATE OF BIRTH IF MINOR UNDER 18	PERFORMANCE CATEGORY/ROLE
TALENT AGENCY	FULL MEMBER #
	PERMIT #
AGENCY CONTACT	APPRENTICE #

NATIONAL-NUMBER OF COMMERCIALS	TV	RADIO	DIGITAL MEDIA-VIDEO	TV	RADIO	DIGITAL MEDIA	TAGS		
			DIGITAL MEDIA-AUDIO				REGIONAL CHANGES		
DEMO	TV	RADIO	DIGITAL	PRESENTATION DEMO	INFOMERCIAL		PSA		
SEASONAL	TV	RADIO	DEALER	TV	RADIO	DOUBLE SHOOT	JOINT PROMO		
LOCAL AND REGIONAL ADDENDUM-NUMBER OF COMMERCIALS									
<small>Cat. #</small>	<small>TV</small>	<small>RADIO</small>	<small>DIGITAL MEDIA</small>	<small>DEMO</small>	<small>DIGITAL BROADCAST TO TV BROADCAST</small>	<small>TV BROADCAST TO DIGITAL MEDIA</small>	<small>OTHER</small>	<small>L&R ACTRAonline OPPORTUNITY PILOT PROJECT</small>	
SHORT LIFE ADDENDUM-NUMBER OF COMMERCIALS									
<small>TV</small>	<small>7 DAYS</small>	<small>14 DAYS</small>	<small>31 DAYS</small>	<small>45 DAYS</small>	<small>RADIO</small>	<small>7 DAYS</small>	<small>14 DAYS</small>	<small>31 DAYS</small>	<small>45 DAYS</small>
TV BROADCAST TO DIGITAL MEDIA	DIGITAL MEDIA BROADCAST TO TV	DIGITAL MEDIA TO OTHER MEDIA	RADIO TO DIGITAL MEDIA	ACTRAonline OPPORTUNITY PILOT PROJECT					
USUse	ARTICLE 2403	ARTICLE 2404	USE IN OTHER COUNTRIES	ARTICLE 2405	ARTICLE 2406				
COMMERCIAL NAMES /NUMBERS/LENGTH							DOCKET		
ADDITIONAL TITLES							DIGITAL MEDIA FEES		
SESSION FEES				RESIDUAL FEES			OTHER FEES		
THIS CONTRACT IS SUBJECT TO ALL THE TERMS AND CONDITIONS OF THE NATIONAL COMMERCIAL AGREEMENT FOR PERFORMERS IN COMMERCIALS NEGOTIATED BY ACTRA AND THE ICA/ACA.									
PERFORMER/GUARDIAN SIGNATURE							DATE		
ENGAGER SIGNATURE							DATE		
WORK REPORT: IT IS IMPORTANT THAT THE FOLLOWING REPORT BE COMPLETED AT THE END OF PRODUCTION AND FORWARDED TO ACTRA WITHIN 48 HOURS TO ENSURE PROPER PAYMENT.									

DATE	TRAVEL TIME		CALL TIME	MEAL TIME		FINISH TIME	TRAVEL TIME		DATE	CALL TIME	FINISH TIME	
	FROM	TO		FROM LOCATION	TO HOME							
										WARDROBE CALL		
										REHEARSAL		
										HOLDING CALL		
										SUBSTANTIAL SNACK	YES	NO

PLEASE NOTE THAT PAYMENT FOR THIS WORK SESSION MUST BE RECEIVED IN THE ACTRA OFFICE NOT LATER THAN 15 BUSINESS DAYS AFTER COMPLETION OF THE WORK SESSION IN ORDER TO AVOID LATE PAYMENT PENALTIES. SESSION AND RESIDUAL FORMS SUPPLIED BY ACTRA ONLINE AVAILABLE AT www.actra.ca MUST BE USED WHEN SUBMITTING PAYMENTS. ACTRA DOES NOT INVOICE FOR SESSION AND RESIDUAL FEES

PERFORMER INITIALS
INDICATE WHICHEVER IS APPLICABLE TO
THIS CONTRACT

AGREE
DISAGREE

ENGAGER/REPRESENTATIVE
INITIALS

When the Contract is completed it must be scanned and a digital copy given to the performer during production and a copy sent to the local ACTRA Branch before the payment is remitted