



TAKE FIVE, LLC

CRAFT SERVICES & PRODUCTION CATERING

1570 103rd Ave NW
Coon Rapids, MN 55433
Direct Billing & Inquiries

CRAFT SERVICES AGREEMENT & RATE CARD

1. LABOR RATES & OVERTIME STRUCTURE

SERVICE TYPE	STANDARD DAY RATE (10 HRS)	OVERTIME (HRS 10–12)	DOUBLE TIME (HRS 12+)
Studio Day Rate	\$450.00	\$67.50 / hr	\$90.00 / hr
Location Day Rate	\$475.00	\$71.25 / hr	\$95.00 / hr

2. PREP RATES & POLICY

- **Single Shoot Day:** Billed at a 2/3 day rate (\$300.00) for prep.
- **Multi-Day Shoots:** Billed at a full day rate (\$450.00) for 1 Prep Day per every 2 Shoot Days.

3. KIT RENTAL & TRAVEL ALLOWANCES

ITEM / FEE DESCRIPTION	RATE & TERMS
Studio Craft Kit Rental	\$50.00 / day
Location Craft Kit Rental	\$70.00 / day
Mileage Reimbursement Rate	\$0.76 / mile (Standard IRS Rate)

4. RESOURCE LINKS

Breakfast Menu Options: tinyurl.com/Breakfast-Options

Craft Kit Breakdown: tinyurl.com/Craft-Kit-rental

5. BILLING TERMS & POLICIES

- **Petty Cash & Expense Reimbursements:** All out-of-pocket receipts, grocery expenses, and petty reimbursements must be processed promptly and paid no later than **5 working days** from receipt of invoice/expenditure log.
- **Labor & Kit Billing:** General payroll and kit rental invoices are payable under **Net 30** terms from the invoice date.
- **Day Basis:** Rates are guaranteed for up to 10 elapsed hours per daily call. Overtime incurs automatically thereafter.

6. DEAL MEMO CONFIRMATION

By signing below, Production confirms agreement to the above labor rates, prep schedule, kit rentals, reimbursement terms, and payment schedules for the specified engagement.

Production
Company:

Project / Show Name:

Service Provider: **Take Five, LLC**
Representative: Terance Phillip

AUTHORIZED PRODUCER SIGNATURE / DATE

TAKE FIVE, LLC REPRESENTATIVE SIGNATURE / DATE