TAKE FIVE, LLC

CRAFT SERVICES

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

CRAFT SERVICES AGREEMENT & RATE CARD

1. LABOR RATES & OVERTIME STRUCTURE

SERVICE TYPE	2026 DAY RATE (10 HRS)	2026 OT (HRS 11–12)	2026 DT (HRS 13+)	2027 DAY RATE (10 HRS)	2027 OT (HRS 11–12)	2027 DT (HRS 13+)
Studio Day Rate	$450.00	$67.50 / hr	$90.00 / hr	**$500.00**	**$75.00 / hr**	**$100.00 / hr**
Location Day Rate	$475.00	$71.25 / hr	$95.00 / hr	**$525.00**	**$78.75 / hr**	**$105.00 / hr**

2. PREP RATES

PREP TYPE	2026 RATE	2027 UPDATED RATE	POLICY & TERMS
Single Shoot Day	$300.00	**$350.00**	Billed at a 2/3 day rate for pre-production shopping & staging
Multi-Day Shoots	$450.00 / day	**$500.00 / day**	Billed at a full day rate (1 Prep Day per every 2 Shoot Days)

3. KIT RENTAL & TRAVEL ALLOWANCES

ITEM / FEE DESCRIPTION	2026 RATE & TERMS	2027 UPDATED RATE & TERMS
Studio Craft Kit Rental	$60.00 / day	**$60.00 / day**
Location Craft Kit Rental	$70.00 / day	**$70.00 / day**
Mileage Reimbursement Rate	**Standard IRS Rate**	

4. 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 (Hours 11–12 at 1.5x; Hours 13+ at 2.0x).

5. 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:** _____

Producer Signature: _____ **Date:** _____