

FILMING REQUEST FORM



Ensure detailed information of the filming request is contained in this form. Also affix the emails and receipts as supporting evidence of the request from the customer and ensure each stage is checked off on completion.

CUSTOMER /HANDLING REQUEST DETAILS

Requested by Name:	Purpose of filming:
Company Address:	

PAYMENT METHOD

Credit Account # _____

Invoice or on arrival

FILMING INFORMATION

Date	Time	Location and duration	Lead Person	No of additional crew

ADDITIONAL INFORMATION

Details of Request	Check List
<i>Further details of filming and additional requirements.</i>	<input type="checkbox"/> FBC informed
	<input type="checkbox"/> Additional Staffing?
	<input type="checkbox"/> Quote sent (if required)
	<input type="checkbox"/> Filming confirmed
	<input type="checkbox"/> Invoiced
	<input type="checkbox"/> Payment received

: Any additional requirements?

Actioned by:	Date Received:	Date Processed:
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Notes: