

**DIRECTORS GUILD OF CANADA INC., QUEBEC DISTRICT COUNCIL  
STANDARD FORM DEAL MEMO  
PRODUCTION, ART, AND ACCOUNTING DEPARTMENTS**

Name: \_\_\_\_\_

Type of Engagement (check one): Employee \_\_\_\_\_  
Personal Services \_\_\_\_\_  
Loanout Corp. \_\_\_\_\_

Loanout Corp.: \_\_\_\_\_ GST #: \_\_\_\_\_

Address: \_\_\_\_\_

Current Title of Motion Picture: \_\_\_\_\_

Classification: \_\_\_\_\_ Guild Member \_\_\_\_\_ Permittee \_\_\_\_\_

Term of Engagement (check one):

(a) Daily \_\_\_\_ (b) Weekly \_\_\_\_ (c) Specific Term \_\_\_\_ (include Finish Date below)  
(d) Extended Term Contract \_\_\_\_ (incl. Finish Date below) # of Months on Extended Term \_\_\_\_\_

Hiatus for Extended Term Contract: \_\_\_\_\_

Start Date: \_\_\_\_\_ Finish Date (if applicable): \_\_\_\_\_

Rate of Pay (specify per week or per day): \_\_\_\_\_

Additional terms, such as credit, vehicle expenses, travel expenses, additional per diem, danger pay, etc.: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The undersigned hereby authorizes the Producer to check-off or deduct in accordance with Article 10.07 of the 2001 Guild Standard Agreement ("GSA") two per cent (2%) of gross remuneration weekly, and in accordance with Article 10.04 permit fees, and remit same to the Guild. All of the provisions of this Deal Memo are subject to and must provide no less than the terms and conditions of the GSA and any applicable letter of variance and all of the provisions of said GSA and letter of variance shall be deemed to be incorporated into this Deal Memo as if set forth in full herein in writing.

The parties have agreed that this Deal Memo be drafted in the English language.  
Les parties sont d'accord que cette entente soit rédigée dans la langue anglaise.

**ACCEPTED AND AGREED:**

\_\_\_\_\_  
Signature of Guild Member

\_\_\_\_\_  
Print Name of Guild Member

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Print Name of Production Company

\_\_\_\_\_  
Signature of Producer's Authorized Rep.

\_\_\_\_\_  
Print Name of Producer's Authorized Rep.

\_\_\_\_\_  
Date: