



August 1st 2011

Revised Fee Structure & Billing Policy

It has been well over 5 years since we have found it necessary to raise our monthly service rate. I know this is a sensitive issue as many in the acting field are struggling to make ends meet. None the less our costs have continued to rise and I can no longer avoid a small increase. Effective September 1st, 2011 our fees will follow the chart outlined below;

Age	Days Worked				Freeze
	2+	1	0		
Under 55	\$79	\$44	\$14	\$10	
55 and over	\$64	\$34	\$14	\$10	

Your payment is due upon receipt and late if not paid by the 15th of the month. On the last working day of the month, **IF YOU HAVE A ZERO BALANCE**, we will review your account and make the following adjustments if appropriate:

If you were not unsuccessful in getting booked during the month, your charge will be reduced to \$14.
If you only worked once your bill will be reduced to \$44 or \$34 based upon age.

We want to reemphasize that the monthly review of your account will only occur if your payment has been received and posted by the last working day of the month. If you mail your payment late or it is 'lost in the mail' we may not review your account. This review will only be performed for accounts that have a **ZERO BALANCE** on the last working day of the month. Please consider having your account automatically billed to a credit or debit card or have your bank automatically send a check before the 15th of the month.

Additionally, if your balance is over \$30 at the end of the month you will be assessed a \$10 late fee.

If you want to put your account on 'freeze' you may do so for any period that you wish but you will be charged the minimum \$10 per month and the account must maintain a zero balance.

If you decide to leave the service without first paying your balance due or are removed for non-payment of your account, you may be referred to collection. You must pay any outstanding balance prior to being considered for reinstatement. If approved for reinstatement you will need to pay the current month's service fee AND agree to automatic credit or debit charge in order to be made active. Keep in mind that we only accept union talent by invitation for new and returning clients. We limit the number of union clients we accept in any one category.