

**Name:**

**Address:**

**Mobile #**

**Email Address:**

**Social Security #:**

**Hourly Rate:**

**# of Tax Deductions  
on w4 Form**

- If your contact information changes please email us at [crew@glowdesigngroup.com](mailto:crew@glowdesigngroup.com)
- All Job Information is CONFIDENTIAL. You may not discuss job information with anyone at anytime. This includes but is not limited to job location, client information, job dates and design specific information.
- If you are booked on a call and do not show you up you are subject to a penalty equal to a four hour call at you standard hourly rate. Two no shows will result in permanent removal from the Glow design group crew list
- You Must Total Your Hours or **YOU WON'T GET PAID**
- Minimum Call is 4 hours
- Overtime is time and half and begins after 10 hours or between Midnight and 8 am
- Overtime is for **actual hours worked.** eg: if a strike call begins at 1am and you are done by 2am you get paid 1 hour of overtime and 2 hours of straight time
- Write down **actual hours worked here.** Include minimums in total st and total ot columns. eg: if strike begins at 1am and ends at 2 am write that down in the in and out columns then total ST should be 3 and total OT should be 1
- Time-sheets are due every **MONDAY.** You can email it to [crew@glowdesigngroup.com](mailto:crew@glowdesigngroup.com) fax or mail it to the address below
- Paychecks are sent out every other **THURSDAY.** They must be mailed and cannot be picked up. There is a payday schedule on the back of this time-sheet

By Checking the box at left you acknowledge that you understand and agree to the above terms and conditions.

