

**Exhibit “A”**

Director, Unit Production Manager,  
First Assistant Director and Second Assistant Director

**DEAL REPORTING MEMORANDUM**

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

\_\_\_\_\_  
Name

\_\_\_\_ Director

\_\_\_\_\_  
Social Security Number

\_\_\_\_ Unit Production Manager

\_\_\_\_\_  
Address

\_\_\_\_ First Assistant Director

\_\_\_\_ Second Assistant Director

Your start date for such employment in the above capacity is: \_\_\_\_\_

Your salary is \_\_\_\_\_ per week, for a period of \_\_\_\_\_

This memorandum is only a reporting form and not a contract of employment. The Employer reserves the right to discharge the Employee at any time subject only to the obligation to pay the balance of any compensation for work performed which may be due, to the extent same may be required by the DGA National Commercial Agreement of 2017, to which this employment is subject.

By: \_\_\_\_\_  
Employee

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

\_\_\_\_\_  
Signatory Producer

By: \_\_\_\_\_

Title \_\_\_\_\_