



DARRYL E. SMITH PRODUCTIONS
22647 Ventura Blvd, #551, Woodland Hills, Ca 91364
Office) 818.348.5111, [Email- Invoices@desprod.com](mailto:Invoices@desprod.com)

Hello,
Welcome to the Desprod team!!!

You will be receiving a call sheet from production. Darryl E. Smith Productions, Inc is a contractor and not the Production Company.

Please fill out the attached paperwork and email it and your complete invoice after **production wrap** to: invoices@desprod.com

Receipt reimbursement–important–to be reimbursed for any production related receipts: upon receiving your receipt take a photo with your smart phone and email the photo copy of the receipt with the production show title to: Maleena. Lawrence1@desprod.com

Your invoice must be sent to only invoices@desprod.com in order to process payment.

No payment will be issued without the completed paperwork on file. No invoice will be paid that is sent to any other email.

How your **Net 30 day** invoice is paid:

Once your paperwork is completed, and your invoice received to invoices@desprod.com you will get a response email "Received Accounts Payable".

Your invoice is time and date stamped on the day you send in your invoice. From the time date stamp **30 days will be calculated (Net 30)** and on the Friday of the calendar week that the Net 30 day falls on a check will be mailed out to only the address on your invoice. Example...If you invoice is emailed on April 15th, then on May 15th your payment is placed in our check run and will go out Friday of that week. Weeks are calculated as follows

Sunday–Saturday. If payment falls on a Saturday it will come out the following Friday.

You are being hired as an independent contractor, and all applicable taxes owed are the sole responsibility of the independent contractor (You).

Your invoice must be address to:
Darryl E. Smith Productions, inc.
A/P Department
22647 Ventura Blvd. #551
Woodland Hills, Ca 91364
818–348–5111

Production Job title:

Thank you, and Welcome to the Desprod Team!