



Contract Services Letter Request

ATTN: Legal/Labor Relations
Information Line: 818.955.4469
Fax: 818.450.0838
Email: cslr@ep.com

Please forward a letter to Contract Services to confirm my days/hours worked. I have provided the following information to process my request:

Name: _____

Email Address: _____

Mailing Address: _____

SSN: XXX - XX - _____ **Daytime Phone:** (_____) _____

Specific Date Range and/or Project Title Requested: _____

Job Classification: _____

Applying to Local: _____

Approximate Day(s) Worked: _____

**** All requests require handwritten employee signature ****

SIGNATURE REQUIRED

DATE

Additional Information:

- We will issue the original letter to Contract Services within 3 to 5 business days with a copy sent to the email address listed on the request above. In the event an email address is not provided, a copy will be mailed to the address above.
- Please be aware the IATSE/Basic Crafts Locals have various requirements for Roster placement but most require a MINIMUM OF THIRTY DAYS worked under the applicable bargaining agreement.
- Should you have any questions or require further information regarding your application, please call Contract Services and/or the appropriate Local.