

WARNER BROS. STUDIO OPERATIONS INC.
 OPERATIONS / WBSO CALL CENTER
 (818) 954-1501 Phone



WARNER BROS. PICTURES HEREBY AUTHORIZES THE FOLLOWING NAMED PERSON(S) TO ACT ON THEIR BEHALF AS THEIR REPRESENTATIVE AS HAVING COMPLETE AUTHORITY TO ORDER ANY SERVICE, EQUIPMENT AND FACILITY FROM WARNER BROS. STUDIO OPERATIONS IN CONNECTION WITH PRE-PRODUCTION, PRODUCTION AND POST PRODUCTION FOR "" (GL #)

STUDIO WORK AUTHORIZATION (SWA) FORM

NAME	POSITION	SIGNATURE	INITIALS	DOLLAR LIMIT

SAID PERSON(S) SPECIFIED HEREIN SHALL HAVE THE COMPLETE AUTHORITY TO AUTHORIZE OTHERS TO ACT ON BEHALF OF PRODUCTION COMPANY IN THE MANNER SET FORTH HEREIN.

Signature

Date

Print Name / Title

Production Office Phone Number

PURCHASE ORDER

P.O.#
0001

Use "Vendor" section to list WB Department. Please be sure accurate department is listed - i.e. Grip, Set Lighting, Office Services, etc.

WARNER BROS. PICTURES
"PRODUCTION NAME"
ADDRESS LINE 1
ADDRESS LINE 2
MAIN OFFICE PHONE NUMBER//ACCOUNTING PHONE NUMBER

COMPANY CODE: XXXX
GL CODE: 5419000
WBS: MXX.XXXXXX.XX.XX.XX

VENDOR : _____ P.O. DATE : _____
 ADDRESS : _____ REQUESTED BY : _____
 _____ DEPARTMENT : _____
 CONTACT : _____ PURCHASE :
 PHONE : _____ RENTAL/SERVICE :
 EMAIL : _____ Start Date _____
 FED ID #: _____ End Date _____

Be sure to include full coding, including WBS Element Number and Detail Range

W-9 must be on file for all vendors.

****TO ENSURE PAYMENT, INVOICES MUST REFERENCE AN APPROVED P.O. NUMBER****

DESCRIPTION	AMOUNT	GL/FF CODE
PO TOTAL		

Use this field to describe what the PO is for. Include estimate, unit, or invoice numbers if applicable.

Ensure numbers are accurate and legible.

APPROVALS: _____ **MUST BE SIGNED** _____

DEPT HEAD UPM ACGT

FOR ACCOUNTING USE ONLY

			PO BALANCE				PO BALANCE
INV NUMBER	DESCRIPTION	INV AMT		INV NUMBER	DESCRIPTION	INV AMT	

Original - Vendor Yellow & Pink - Accounting

COMMONLY USED PRODUCTION DETAILS LISTING:

2200	<u>SET DESIGN</u>	2506	STUDIO GRIPS	2795	STUDIO CHARGES
2201	PROD DESIGN	2507	STAND BY PAINTER	2798	LOSS & DAMAGE
2202	ART DIRECTOR	2508	STAND BY		
2203	ASST ART DIR.		GREENSMAN	2800	<u>PROPERTY</u>
2204	SET DESIGNER	2509	RIGGING CREW	2801	PROPERTY MASTER
2205	SET ESTIMATOR	2510	OTHER LABOR	2802	ASST. PROPERTY
2206	SKETCH ARTIST	2511	CRAFT SERVICE		MSTR.
2207	ILLUSTRATOR		LABOR	2803	ADDL. PROP. MSTR.
2208	MODEL MAKERS	2512	CRAFT SVC	2811	MFG.-LABOR
2213	ARTDPT STF ASSTS.		PURCHASES	2812	MFG.-MATERIAL
2214	ARTDPT COORDNTR	2513	SECURITY	2816	PURCHASES
2216	PURCHASES	2514	FIRST AID	2817	BOX RENTALS
2217	COMPUTER	2515	DRESSING ROOMS	2818	OUTSIDE RENTALS
	/BOX RNTLS	2516	PURCHASES	2820	GUNS & WEAPONS
2218	ART DEPT RENTALS	2517	BOX RENTALS	2821	GUNS & WEAPONS
2255	CAR ALLOWANCES	2518	OUTSIDE RENTALS	2855	CAR ALLOWANCES
2280	PRNTNG/XEROX	2519	CRANES	2885	MISC. EXPENSES
	/PHOTO DEVLPMNT	2555	CAR ALLOWANCES	2895	STUDIO CHRGS
2285	MISC EXPENSES	2585	MISC EXP	2898	LOSS & DAMAGE
2295	STUDIO CHARGES	2595	STUDIO CHRGS		
		2598	LOSS & DAMAGE	2900	<u>COSTUMES</u>
2300	<u>SET CONSTRUCTN.</u>	2600	<u>SPECIAL EFFECTS</u>	2901	COSTUME
2301	CONST. LABOR	2601	F/X SUPRVSR		DESIGNER
2302	CONST. COORD.	2602	F/X FOREMAN	2902	ASST COSTUME
2303	CONST. FOREMAN	2603	COMPANY F/X		DESIGNER
2304	PAINT FOREMAN		TECHS	2903	KEY COSTUME
2305	TOOL FOREMAN		RIGGING/STRIKING		SUPRVSR
2307	BACKINGS	2604	MANUFACTURING	2904	KEY COSTUMER
2308	GREENS	2611	/LABOR	2905	SET COSTUMER
2309	SCAFFOLDING		MANUFACTURING	2908	ALTERATIONS &
2310	CHANGES & ADDS.	2612	/MATERIALS		REPAIRS
2316	PURCHASES		PURCHASES	2909	CLEANING & DYING
2317	BOX RENTALS	2616	BOX RENTALS	2911	MFG.-LABOR
2318	OUTSIDE RENTALS	2617	OUTSIDE RENTALS	2912	MFG.-MATERIALS
2353	MEALS	2618	CAR ALLOWANCE	2916	PURCHASES
2355	CONST. CAR	2655	WAREHOUSE RNTL	2917	BOX RENTALS
	ALLOWANCE	2676	MISC EXPENSES	2918	OUTSIDE
2376	WAREHSE RENTAL	2685	STUDIO CHRGS	2955	CAR ALLOWANCES
2385	MISC. EXPENSES	2695	LOSS & DAMAGE	2976	COSTUME WORKSPACE
2395	STUDIO CHARGES	2698			RENTAL
2397	SET REFURBISH			2985	MISC. EXPENSES
2398	LOSS AND DAMAGE	2700	<u>SET DRESSING</u>	2995	STUDIO CHRGS
		2701	SET DECORATOR	2998	LOSS & DAMAGE
2400	<u>SET STRIKING</u>	2702	LEADMAN		
2401	STRIKE LABOR	2703	SWING LABOR	3000	<u>ACTION PROPS, PIX</u>
2402	FLAT BID STRKNG	2704	ADDL SET DRESS		<u>VEHCLS, ANIMALS</u>
	COSTS		LABOR	3000	PIX CAR COORD
2416	STRIKING	2705	DRAPERY &	3002	PIX CAR DRIVER
	MATERIALS		CARPETING	3003	PIX CAR MECHANIC
2417	BOX RENTALS	2707	GREENS LABOR	3004	TOW TRUCK
2418	OUTSIDE EQUIP	2710	FIXTURES		DRIVER
	RENTALS		LABOR & MATRLS.	3006	PIX CAR PURCHASES
2485	MISC EXPENSES	2711	MFG.-LABOR	3007	PIX CAR RNTLS
2497	TRASH/HZRDS	2712	MFG.-MATERIAL	3008	BOAT RENTALS
	WASTE REMOVE	2716	PURCHASES	3009	AIRCRAFT RENTALS
2500	<u>SET OPERATIONS</u>	2717	BOX RENTALS	3010	MISC VEH RENTALS
2501	1ST CO GRIP	2718	OUTSIDE RENTALS	3011	REPAIRS/MAINT
2502	2ND CO GRIP	2755	CAR ALLOWANCES		/CONST
2503	DOLLY GRIP	2776	WAREHOUSE	3012	CAR CARRIERS
2504	CRANE GRIP		RENTAL	3016	PURCHASES
2505	OTHER CO GRIPS	2785	MISC EXPENSES	3017	BOX RENTALS

3041	HEAD WRANGLER	3217	BOX RENTALS	3416	PURCHASES
3042	2ND WRANGLER	3218	OUTSIDE RENTALS	3417	BOX RENTALS
3043	WRANGLERS	3219	LIGHTING PACKAGE	3418	OUTSIDE RENTALS
3044	ADDL TRAINERS	3220	STAGE PACKAGES	3420	SOUND PACKAGE
	/HANDLERS	3225	LIGHTING		RENTAL
3045	VETERINARIAN		DESIGNER	3421	VIDEO ASST EQUIP
3046	PURCHASES OF	3255	CAR ALLOWANCES		PACKAGE
	ANIMALS	3285	MISC EXPENSES	3422	WALKIE TALKIES
3047	ANIMAL RENTALS	3295	STUDIO CHARGES	3485	MISC EXPENSES
3048	ANIMAL SUPPLIES	3298	LOSS & DAMAGE	3495	STUDIO CHARGES
	/FOOD			3498	LOSS & DAMAGE
3049	ANIMAL	3300	<u>CAMERA</u>		
	TRANSPORT	3301	DIR OF	3500	<u>TRANSPORTATION</u>
3050	OTHER ANIMAL		PHOTOGRAPHY	3501	COORDINATOR
	COSTS	3302	CAMERA OPERATOR	3502	CAPTAIN
3085	MISC EXPENSES	3303	ADDL CAMERA	3503	STUDIO DRIVERS
3095	STUDIO CHARGES		OPER.	3504	DIST. LOC DRIVERS
3098	LOSS & DAMAGE	3304	STEADICAM OPERS.	3516	PURCHASES
		3305	1ST ASST. CAMERA	3517	SPECIAL EQUIP
3100	<u>MAKE UP &</u>	3306	ADDL CAMERA		RENTAL
	<u>HAIRDRESSING</u>		ASST.	3518	STUDIO EQUIP
3101	KEY MAKE UP	3307	CAMERA LOADER		RENTAL
	ARTIST	3308	STILL	3519	DIST LOC EQUIP
3102	ASST MAKE UP		PHOTOGRAPHER		RENTAL
	ARTISTS	3316	PURCHASES	3520	SELF DRIVE
3103	ADDL MAKE UP	3317	BOX RENTALS		VEHICLES
	LABOR	3318	OUTSIDE CAMERA	3544	GASOLINE & OIL
3104	BODY MAKE UP		RENTALS	3546	REPAIRS &
3105	PROSTHETICS	3319	STEADICAM		EQUIPMENT
3111	KEY HAIR STYLIST		RENTALS	3547	PARKING/PERMIT
3112	ASST HAIR STYLIST	3320	CAMERA PACKAGE		/TAXI/TOLL
3113	ADDL HAIR LABOR	3330	STILL FILM &	3553	MEAL ALLWNCES.
3114	WIGS & HAIRPIECES		POLAROID	3570	INSURANCE CLAIMS
3116	PURCHASES	3355	CAR ALLOWANCE	3585	MISC EXPENSES
3117	BOX RENTALS	3360	CAMERA PACKAGE LA	3587	CAR LEASE
3118	OUTSIDE RENTALS	3361	CAMERA PACKAGE NY		PROGRAM
3185	MISC EXPENSES	3362	TAPE STOCK	3595	STUDIO COSTS
3195	STUDIO CHARGES	3385	MISC EXPENSES	3598	LOSS & DAMAGE
3198	LOSS & DAMAGE	3395	STUDIO CHARGES		
		3398	LOSS & DAMAGE	3700	<u>PROD. FILM & LAB</u>
3200	<u>LIGHTING</u>	3400	<u>PRODUCTION</u>	3702	NEG. RAW STOCK
3201	GAFFER		<u>SOUND</u>	3703	SALES TAX
3202	BEST BOY		SOUND MIXER		RAW STOCK
3203	GENERATOR OPRTR	3401	BOOM OPERATOR	3704	NEG. DEVELOP
3204	LIGHTING LABOR	3402	CABLE PERSON	3705	PRINT DAILIES
3205	STUDIO	3403	VIDEO ASST OPER	3728	PROCESS PRINTS
	ELECTRICIAN	3404	VIDEO PLAYBACK	3729	STILL LAB
3206	RIGGING/GAFFER	3405	TECH-24 FRAME		PROCESSING
3207	RIGGING/STRIKE		OTHER LABOR	3740	PROJECTION
3209	GLOBES GELS	3406	TRNSFR SOUND	3785	MISC EXPENSES
3210	ELECTRIC CURRENT	3410	DAILIES-LABOR	3795	STUDIO CHARGES
3211	GENERATORS		35MM MAG STOCK	3798	LOSS & DAMAGE
3213	HMI	3411	DAILIES		
3216	PURCHASES				

WA#	DEPARTMENT / MATERIAL GROUP
WA01	WA COSTUME (Alterations)
WA02	WA RISK MANAGEMENT
WA03	WA WORKERS COMP
WA04	WA ELECTRICAL CONSTRUCTION
WA07	WA LABOR (Craft Services, etc.)
WA08	WA PROPERTY (Incl. Designer Collection)
WA09	WA PHOTO LAB
WA10	WA PAINT
WA11	WA THE MILL STORE
WA12	WA GRIP
WA13	WA DRAPERY/FLOOR COVERING/UPHOLSTERY
WA14	WA TRANSPORTATION
WA15	WA EMERGENCY SVC OFF
WA16	WA OPERATIONS
WA17	WA INVESTIGATION OFF
WA18	WA SET LIGHTING
WA19	WA SPECIAL EFFECTS
WA20	WA PRODUCTION SOUND
WA21	WA FIRE
WA22	WA MAIL & COPIER SERVICES
WA23	WA SECURITY
WA24	WA FIRST AID
WA25	WA CAFETERIA (Incl. RR & Production Catering)
WA26	WA STAFF SHOP
WA27	WA COMMISSARY
WA28	WA SPECIAL EVENTS
WA29	WA TOURS
WA30	WA PLUMBING
WA31	WA GENERAL STORES
WA32	WA PACIFIC AVE WAREHOUSE
WA33	WA GARDENING
WA34	WA CONSTRUCTION SVCS
WA35	WA FILM SERVICES
WA36	WA PROPERTY MANAGEMENT/OFFICE SERVICES
WA37	WA SCENIC ART
WA38	WA PARKING
WA39	WA POST PROD/PROJ/ED
WA40	WA COURIER SERVICES
WA41	WA SIGN SHOP (DESIGN STUDIO)
WA43	WA POST PROD BURBANK
WA44	WA POST PROD HOLLYWOOD
WA45	WA TECH OPERATIONS
WA46	WA TELECOM
WA47	WA COPY CENTER
WA48	WA AIR CONDITIONING
WA49	WA MIS
WA51	WA STUDIO DES/REAL ESTATE
WA52	WA HARDWARE
WA53	WA METAL SHOP
WA54	WA SJR THEATER
WA55	WA FURNITURE REFINISHING
WA56	WA FURNITURE REPAIR
WA57	WA CONSTRUCTION MAINTENANCE
WA58	WA PARKING
WA59	WA CORP. TRAFFIC
WA60	WA RECYCLING
WA61	WA RESEARCH LIBRARY
WA62	WA CUSTODIAL SERVICE
WA63	WA KEY SHOP
WA64	WA FRINGE – G&A
WA65	WA CALLSHEET
WA66	WA CENTRAL PERK
WA67	WA SPECIAL EVENTS/C&C
WA68	WA FRINGE-COS
WA69	WA PPS DVD PRODUCTION
WA70	WBSF FLOOR COVERING
WA71	WBTB CONSTRUCTION
WA72	WBSF POST SOUND