

LOSS OF BUSINESS INSTRUCTIONS

Loss of business compensation for merchants who may be directly impacted by filming is common practice. Compensation is determined solely at the discretion of the production company. The Loss of Business form is provided as a basis for communication and respectful negotiation. It is NOT intended to be adjudicated by anyone other than the two parties. Once completed, please send the form to the production directly.

Note: This form is provided by Creative BC as an example. Productions may modify or provide a new form.

CONTACT INFORMATION

Your Business Name: _____
 Email: _____ Fax: _____
 Business Address: _____ GST Number: _____
 Film Production Company: _____ Office Phone: _____
 Production Title: _____ Fax: _____
 Location of Film Event: _____

The 3 lines at the end are the production company information. If you don't have this contact information, you can reference the letter of notification or approach a member of the locations department.

Refers to your loss of revenue during filming.

Revenue from weeks prior refers to the same day of the week as filming event, ie each of the past 4 Tuesdays.

CLAIM

1. Actual revenue for the day of filming = \$ _____ (a)
2. Revenue from the same day one week prior to filming \$ _____
3. Revenue from the same day two weeks prior to filming \$ _____
4. Revenue from the same day three weeks prior to filming \$ _____
5. Revenue from the same day four weeks prior to filming \$ _____
6. Add line 2 to 5 \$ _____ ÷ 4 = \$ _____ (b)
7. Estimated loss of revenue: line (b) minus line (a) \$ (b) - (a) = \$ _____ (c)
8. Multiply line (c) by gross profit margin %* = \$ _____ (d)
9. Total claim for lost revenue - from line (d) = \$ _____

*Gross profit margin is the revenue left *after* the cost of goods sold has been deducted. To determine your gross profit margin percentage, deduct the cost of goods sold from your net sales, then divide that by your net sales.

Production may require that this document be stamped and signed by a certified accountant. If you do not have an accountant, the production may require that receipts be provided to verify the claimed amount.

Accountant Name: _____
 Address: _____ Phone: _____

 ACCOUNTANT SIGNATURE

 ACCOUNTANT STAMP

If you can provide receipts to back up your claim, the certified accountant section does not need to be filled out. If you require an accountant to provide proof of revenue, you should speak to production regarding associated fees.

LOSS OF BUSINESS FORM

The Loss of Business form is for use between business owners and productions and is designed to present a case for negotiation. It is not intended to be adjudicated by anyone other than the two parties. **Once completed, please send this form to the production directly.**

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Your Business Name: _____
Email: _____ Fax: _____
Business Address: _____ GST Number: _____
Film Production Company: _____ Office Phone: _____
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7. Estimated loss of revenue: line (b) minus line (a) \$ (b) - (a) = \$ _____ (c)
8. Multiply line (c) by gross profit margin %* = \$ _____ (d)
9. Total claim for lost revenue - from line (d) = \$ _____

AUTHORIZATION

I verify that all information contained in this claim for lost revenue is accurate, based on the accounting records kept for my business. I understand that this is only a claim and does not guarantee payment. However, if this claim is found to be true and accurate, I may receive payment up to the Total Claim Amount.

SIGNATURE

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Accountant Name: _____
Address: _____ Phone: _____

ACCOUNTANT SIGNATURE

ACCOUNTANT STAMP

*This form may be made available to the Canada Customs and Revenue Agency.