

Filming Toolkit for Businesses

A toolkit designed to support businesses across British Columbia, particularly non-film industry focused businesses that supply film and television projects. It outlines how productions operate, what to expect when working as a vendor, and how engagement typically unfolds from initial contact through payment. This resource does not address production support services.

1

How Film Productions Work

Film productions in B.C. operate in a fast-paced environment, with short timelines, shifting needs and complex logistics. Vendors play an essential role, and productions rely on quick turnaround times, clear documentation, and accurate, timely invoicing. Because most productions exist for only a few months, their financial and operational processes are highly structured, well documented, and carefully reviewed and audited to meet regulatory standards.

2

First Contact: What Productions Require

When a production reaches out, vendors will be asked to provide details such as a primary contact, legal business name, GST/PST numbers, a rate sheet or quote, and insurance requirements (if applicable). Productions operate on tight timelines so prompt communication is highly valued.

3

Vendor Setup and Payment Process

Some vendors may require productions to complete a credit application or provide an insurance certificate naming the vendor as an additional insured. If a credit application is completed, the production should issue a Purchase Order (PO) for approved charges. In many cases, productions only need a vendor for a limited number of transactions and may choose to pay by credit card or issue a PO and pay by cheque or Electronic Funds Transfer (EFT). Depending on the type of production and the scope of services, it may be appropriate to request a security deposit in advance, by credit card or cheque. Always ensure you have the correct accounting email for the production before sending invoices or financial documents.

4

Key Considerations

Film productions operate outside standard business hours, often early mornings, late nights, weekends, and holidays. Production crews do their best to plan in advance, however, production schedules often change due to weather or other uncontrollable circumstances. Therefore, productions may request last-minute changes, and multiple deliveries, so flexibility is appreciated. Always confirm additional costs or changes in writing before proceeding.

Learn more about filming in British Columbia
creativebc.com/film-commission

For further information contact
communityaffairs@creativebc.com

Filming Toolkit for Businesses

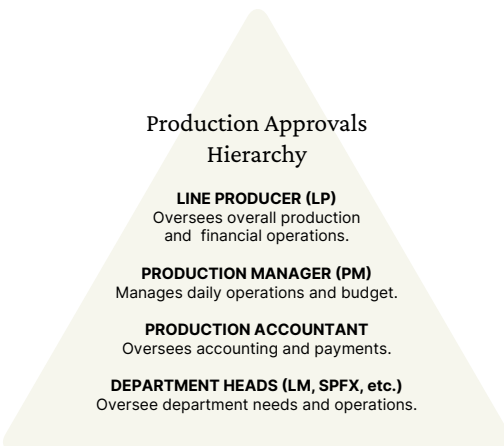
A toolkit designed to support businesses across British Columbia, particularly non-film industry focused businesses that supply film and television projects. It outlines how productions operate, what to expect when working as a vendor, and how engagement typically unfolds from initial contact through payment. This resource does not address production support services.

Invoicing and Payment

Invoices must include:

- PO number
- GST number (required for processing)
- Legal company name and contact information
- Itemized costs
- Service dates
- Rate breakdown
- Subtotal with taxes, and GST broken out
- Any supporting documents as required

Missing or incomplete information can delay payment. Invoice should be sent to the production's Accounts Payable team (or applicable department). Most productions issue payment within 30 days of invoice submission.



Key Guidelines to Protect your Business

Obtain a PO number before starting any work

Always secure a Purchase Order (PO) number prior to providing goods or services. Where a PO cannot be issued, secure credit card payment details before proceeding.

Written confirmation of all orders

Orders should be provided by the production in writing and confirmed by the vendor in writing, confirming offer and acceptance, and agreement to the quoted price.

Written confirmation for all changes

Always confirm changes in writing and obtain acknowledgement, especially when additional costs may be incurred. Submit clear, itemized invoices.

Maintain thorough documentation

Keep accurate records of correspondence, approvals, delivery slips, work orders, and any supporting documents.

Payment method options

Some businesses may prefer to make payment by credit card depending on the scope and frequency of services.

Follow up on outstanding payments

If payment hasn't been received within 30 days of invoice submission, contact your primary production representative or the production's accounting team.

For further information contact
communityaffairs@creativebc.com