



Fee Structure & Billing Policy

Extras Management's monthly service fee is billed for the current month in advance at the rate of Eighty Four Dollars (\$84) for clients that are less than 55 years of age and Sixty Nine Dollars (\$69) for clients 55 or older.

Payment is due on the first business day of the month, considered late after the 15th of the month and subject to a Ten Dollar (\$10) late fee if not paid in full by the last business day of the month by 5:00 pm. Automatic credit card or debit card billing is available as a convenience to our clients. Automatic payment plan will be mandatory for clients that have been suspended for non-payment. This includes clients wishing to return to service having left a balance due or have been suspended in the past for non-payment. This option is recommended to avoid loss of availability in the event that your payment is not received on time.

On the last working day of the month, if your account is paid in full through the previous month, we will review your account and make the following adjustments if appropriate (as a courtesy):

If you were not booked for the month, your monthly fee will be reduced to \$14.

If you only worked once your monthly fee will be reduced to \$44 or \$34 based upon age.

Cancellations for jobs booked on your behalf, when otherwise showing available, will be considered bookings for this purpose and will result in disqualification for optional courtesy monthly fee adjustment. Additionally, if your balance is \$30 or more at the end of the month you will be assessed a \$10 late fee.

Clients removed from service as a result of cancellation of a booked job when otherwise showing available are not entitled to a refund of monthly service fee.

If you want to put your account on 'freeze' you may do so for any period that you wish. Your account will be billed Ten Dollars (\$10) per month and the account must maintain a zero balance. Please note that the term "freeze" does not mean going "off service". All clients wishing to go "off service" must request doing so in writing. Not paying your bill does not necessarily make you "unavailable" unless you have been notified by Extras Management via email or text. Clients wishing to return to service are subject to review and must submit via email for reinstatement and obtain an invitation to rejoin.

Clients leaving service with a balance, or are removed for non-payment of your account, are subject to a third party collection agency. You will not be permitted to return without paying the balance due, as well as the current month's service fee. As outlined above you must be on automatic credit or debit card charge in order to reinstate your account. Keep in mind that we only accept union talent by invitation, whether new or returning, to limit the number of clients in any one category.

Read, understood and agreed to this policy as of: _____

By: _____