

ELEMENT CREATION SAMPLE TEMPLATE
POST PRODUCTION FACILITY

Date

Post Production Facility

Project Name: _____

Production Company Name: _____

To: California Film Commission

Please be advised that _____ located at
POST PRODUCTION FACILITY
_____ completed
ADDRESS

the master element _____ on _____
TYPE OF ELEMENT DATE

Our company has completed its work on the above project for the above production company.

Our Company's compensation has been paid in full.

Sincerely,

Signature Name

Direct Phone Number Title

Contact Email Address