

AUDIO  
RECORDING  
PERFORMER  
CONTRACT  
ENGAGER  
LETTER OF  
ADHERENCE



An online version of this Audio Recording Contract can be found on the ACTRA Toronto website. Point your web browser to [www.actratoronto.com](http://www.actratoronto.com) and click on the “Producer” tab in the blue menu on the left of the screen. Click “Audio Code” in the menu. Here you will find the Audio Code guidelines and this contract for Audio Recordings. The contract is fillable online and simple to use, allowing an Engager (whether a Producer or a Member) to complete the contract and calculate the payroll (including HST) in one document.

Audio Recordings covered by this contract include audio books, radio drama, narration and audio guides (for museums, parks, etc.) and e-learning modules. The same contract can be used whether the Engager is a Producer engaging Members, or a Member self-producing these types of productions.

The contract is both a Letter of Adherence and a remittance form, eliminating the need for additional paperwork. The form prompts for all the pertinent information to complete the contract.

Please contact a Business Representative at [ipasignatory@actratoronto.com](mailto:ipasignatory@actratoronto.com) with any questions or for assistance regarding any Audio recording work.



**AUDIO RECORDING PERFORMER CONTRACT/  
ENGAGER LETTER OF ADHERENCE**  
(reverse calculation version)

ENGAGER	<input type="text" value="NAME OF COMPANY"/>	ENGAGER'S AUTHORIZED REPRESENTATIVE	<input type="text" value="NAME"/>
ADDRESS	<input type="text"/>		<input type="text" value="TITLE"/>
	<input type="text"/>	TELEPHONE	<input type="text"/>
	<input type="text"/>	EMAIL	<input type="text"/>

CONTRACTS WITH  TO SUPPLY THE SERVICES OF

PERFORMER	<input type="text" value="NAME"/>	ADDRESS	<input type="text"/>
S.I.N.	<input type="text"/>	ACTRA NO.	<input type="text"/>
G.S.T./H.S.T. NO.	<input type="text"/>		<input type="text"/>

AGENT	<input type="text"/>	ADDRESS	<input type="text"/>
TELEPHONE	<input type="text"/>		<input type="text"/>
EMAIL	<input type="text"/>		<input type="text"/>

**NATURE OF PRODUCTION**    AUDIO BOOKS     AUDIO GUIDES     NARRATION     E-Learning

TITLE OF PRODUCTION     LENGTH OF PRODUCTION

**NATURE OF ENGAGEMENT**    DATE(S) OF ENGAGEMENT

**PERFORMANCE CATEGORY:**

Narrator     Principal     Supporting     Group Singer:  1     2     3     4    Crowd Sounds

FEES: SESSION     HOURLY     OVERTIME     SUBSEQUENT SESSION

**REMITTANCE STATEMENT**

1. PERFORMER FEES

(A) PERFORMER'S GROSS FEE.....	<input type="text"/>
(B) 2.25% MEMBER DUES DEDUCTION.....	<input type="text"/>
(C) 4% MEMBER Insurance and Retirement DEDUCTION.....	<input type="text"/>
(D) PERFORMER HST/GST/QST [13% OF GROSS FEE + I & R - AUTOMATICALLY CALCULATED IF G.S.T./ H.S.T. NO. ENTERED ABOVE].....	<input type="text"/>
NET FEE PAYABLE TO PERFORMER (IF APPLICABLE, INCLUDE HST/GST/QST CALCULATED ON PERFORMERS GROSS FEE + 12% ENGAGER I&R)	<input type="text"/>

2. ACTRA TORONTO ADMIN FEES, DUES AND I&R

(E) ADMINISTRATION FEE (2% OF PERFORMER'S GROSS FEE).....	<input type="text"/>
(F) HST/GST (CALCULATED ON ADMINISTRATION FEE ABOVE).....	<input type="text"/>
(G) 2.25% MEMBER DUES DEDUCTION (FROM B IN CHEQUE #1).....	<input type="text"/>
(H) ENGAGER INSURANCE AND RETIREMENT CONTRIBUTION (12% OF PERFORMER'S GROSS FEE).....	<input type="text"/>
(I) 4% PERFORMER INSURANCE AND RETIREMENT DEDUCTION (FROM C IN CHEQUE #1).....	<input type="text"/>
TOTAL: E TO I (Engager remits to ACTRA Toronto)	<input type="text"/>
<b>TOTAL: A TO I (TOTAL AMOUNT DUE for this contract)</b>	<input type="text"/>

<input type="text" value="NAME OF ENGAGER OR ENGAGER'S REPRESENTATIVE (PLEASE PRINT)"/>	<input type="text" value="SIGNATURE OF PERFORMER"/>
<input type="text" value="SIGNATURE OF ENGAGER OR ENGAGER'S REPRESENTATIVE"/>	<input type="text" value="DATE"/>
<input type="text" value="DATE"/>	