## PIA ATTACHMENT ACQUITTAL FORM

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| **THIS REPORT IS IN CONFIDENCE.** To be completed by the Production Company and the Mentor. Please attach this form as the cover sheet to your narration reports. |
| **ATTACHMENT DETAILS** |
| ATTACHMENT NAME |  |
| ATTACHMENT ROLE |  |
| MENTOR NAME/ROLE |  |
| PRODUCTION TITLE |  |
| PRODUCTION COMPANY |  |
| ATTACHMENT DATES | From: | To: |

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| **PRODUCTION COMPANY REPORT** |
| * Did the Attachment complete the placement as contracted? Y[ ] N[ ]
* In your opinion was the Attachment successful? If not please give reasons. Y[ ] N[ ]
* Would you recommend the Attachment for other projects? Y[ ] N[ ]
* Please attach proof of payment to the Attachment in the form of a payment summary or company invoices and receipts. Y [ ]

Production Company Representative Name & Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **MENTOR REPORT** |
| **Please provide a written report commenting on the Attachment considering the following:*** List the tasks undertaken by the Attachment, and how well they performed each.
* What training/mentoring did you provide to the Attachment?
* Did the Attachment work well with the crew? Why/Why not?
* Would you work with and/or recommend the Attachment for other projects?
* In your opinion, is this person ready to take on professional work in this role?
* Any further comments or recommendations?
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| **SUBMITTING ACQUITTAL MATERIAL** |
| **Please email or post your completed acquittal report and supporting documentation to:**ScreenWest Funding Administration Officer - ProductionPO Box 3275, East Perth WA 6892Email: funding@screenwest.wa.gov.au  |