

BAJA STUDIOS

TRACKING PRO-FORMAS

For tracking purposes, each pro-forma should include the name of your production and/or production entity. It must also have a *Shipping Manifest Number*. The shipping manifest number, along with the *pedimento* number will be what identifies each shipment coming in and going out of Mexico; and these I.D. numbers will be kept in your files, your brokers' files and in Custom's files (and computers).

You can devise your own system to use as a shipping manifest number, but one that has proved to be the successful is an eight digit number, followed by a two or three letter department code.

An example would be: 05-09-27-01-PD

05 = the year

09 = the month

27 = the day

01 = first shipment for that day

PD = Production Department (department code)

Suggested department codes are:

| | |
|-------------------|-----|
| Accounting | AC |
| Animals | AN |
| Art Dept. | AR |
| Camera | CAM |
| Cast-Related | CR |
| Catering | CA |
| Construction | CS |
| Communications | CM |
| Editorial | ED |
| Electric | EL |
| Extras | EX |
| Grip | GR |
| Locations | LOC |
| Makeup/Hair | MH |
| Marine | MR |
| Medical Equipment | ME |
| Miscellaneous | MS |
| Paint | PT |
| Production | PD |
| Props | PR |
| Publicity | PB |
| Scaffolding | SF |
| Set Dressing | SD |
| Sound | SN |
| Special Effects | SE |
| Still Photography | SP |
| Stunts | ST |
| Tank Equipment | TE |
| Transportation | TR |
| Video Equipment | VE |
| Visual Effects | VFX |
| Wardrobe | WD |