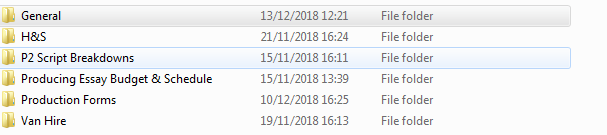
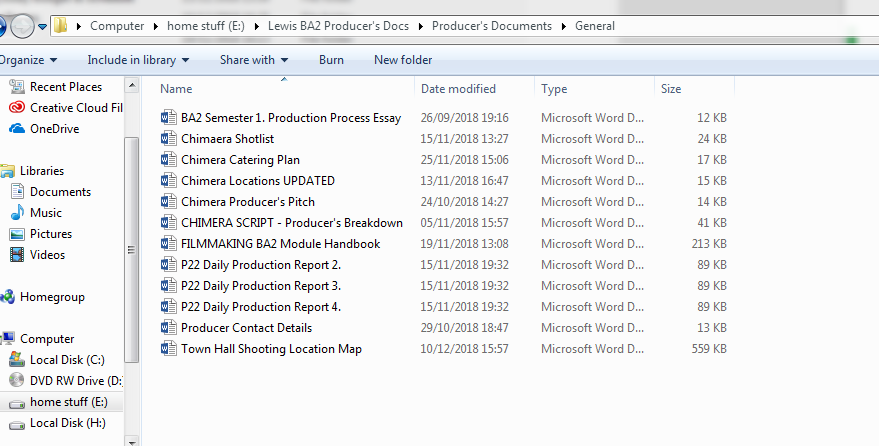
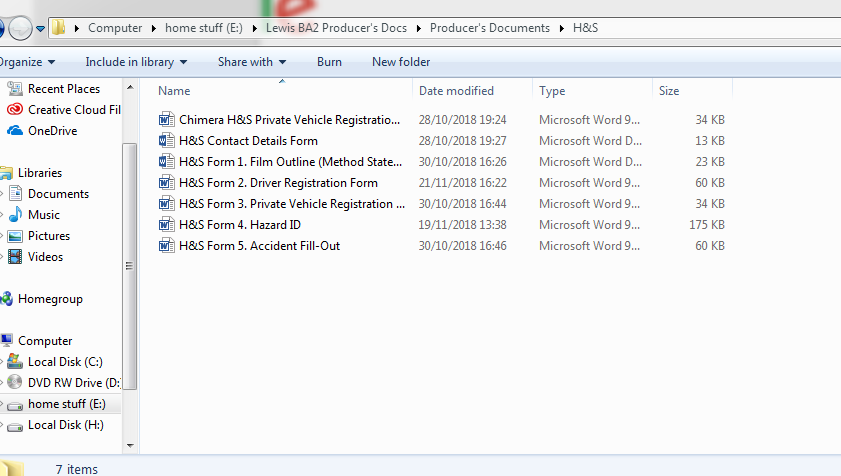
**Producers IT Organisational Processes**

**IT Documentation**

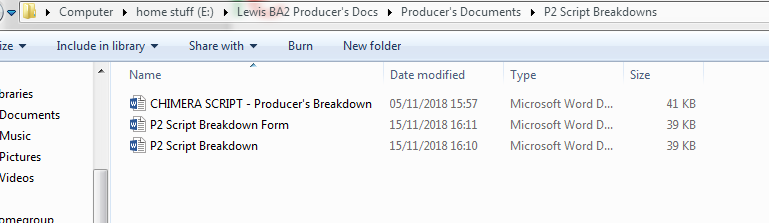
FOLDERS

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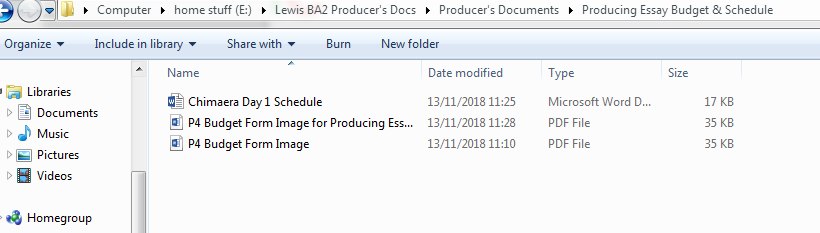
GENERAL DOCUMENTS



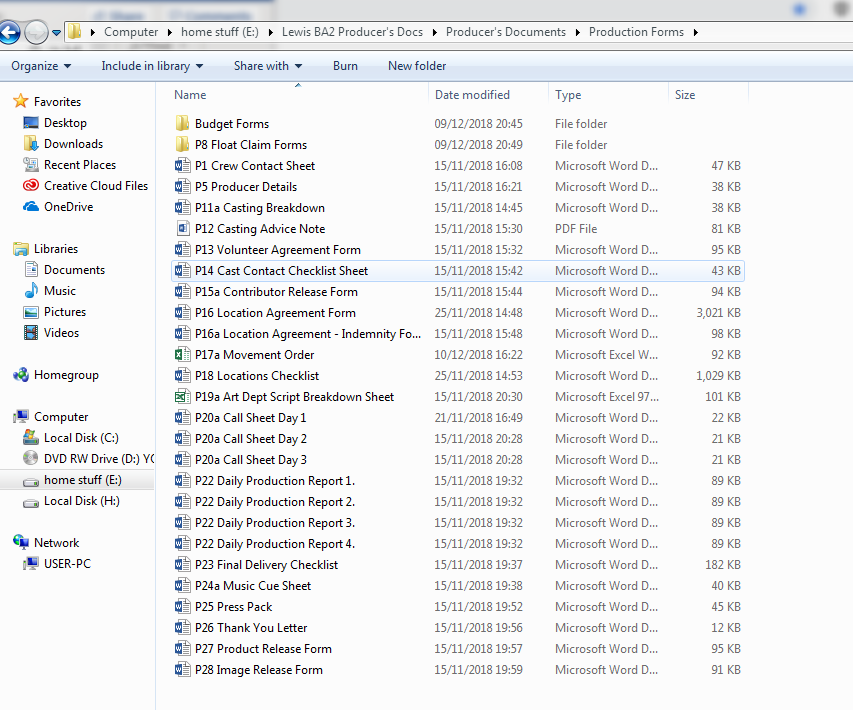
HEALTH& SAFETY



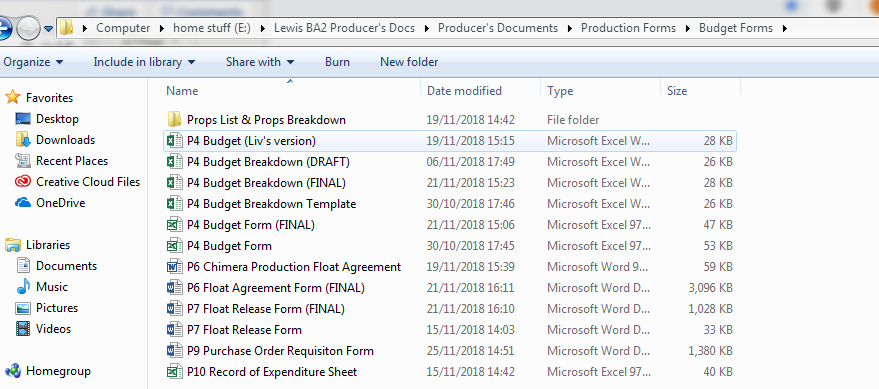
SCRIPT BREAKDOWNS



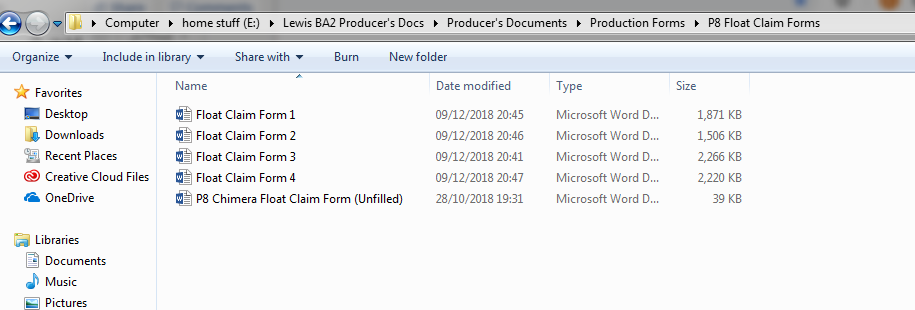
BUDGETS & SCHEDULES



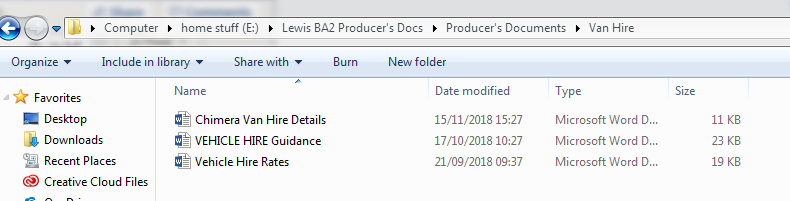
PRODUCTION FORMS



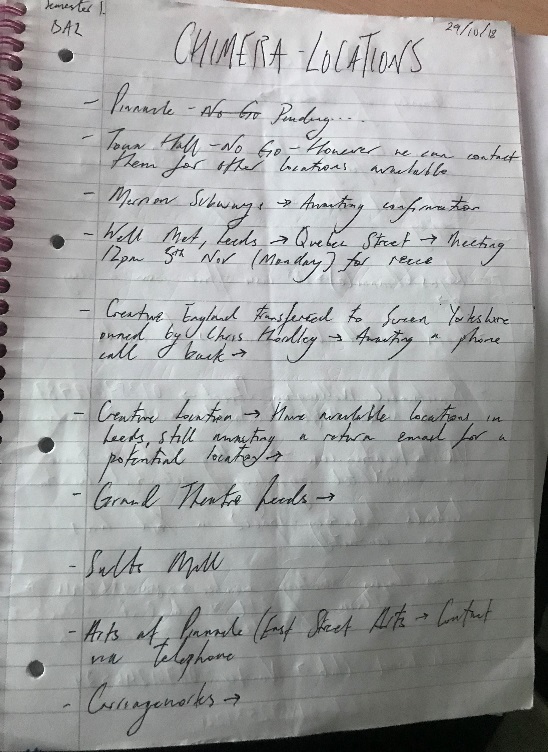
EXTERNAL PRODUCTION FORMS FOLDER: BUDGET FORMS

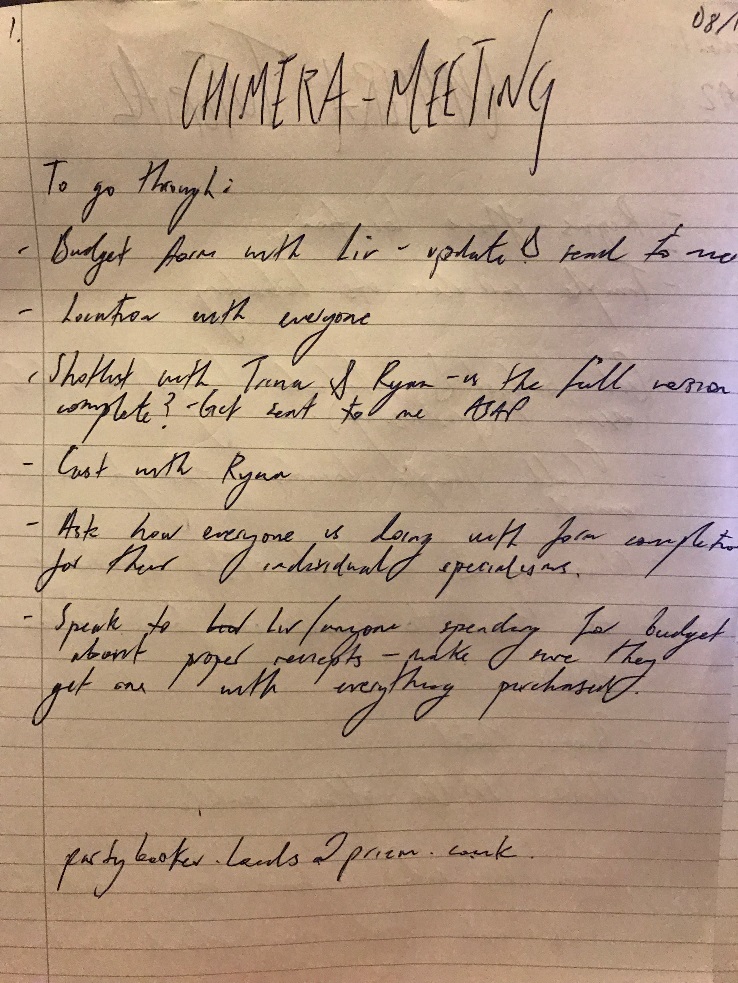
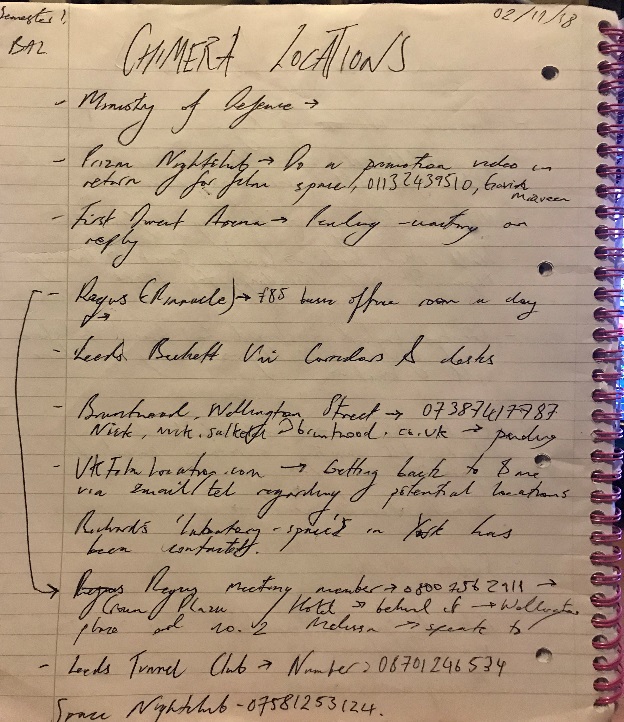


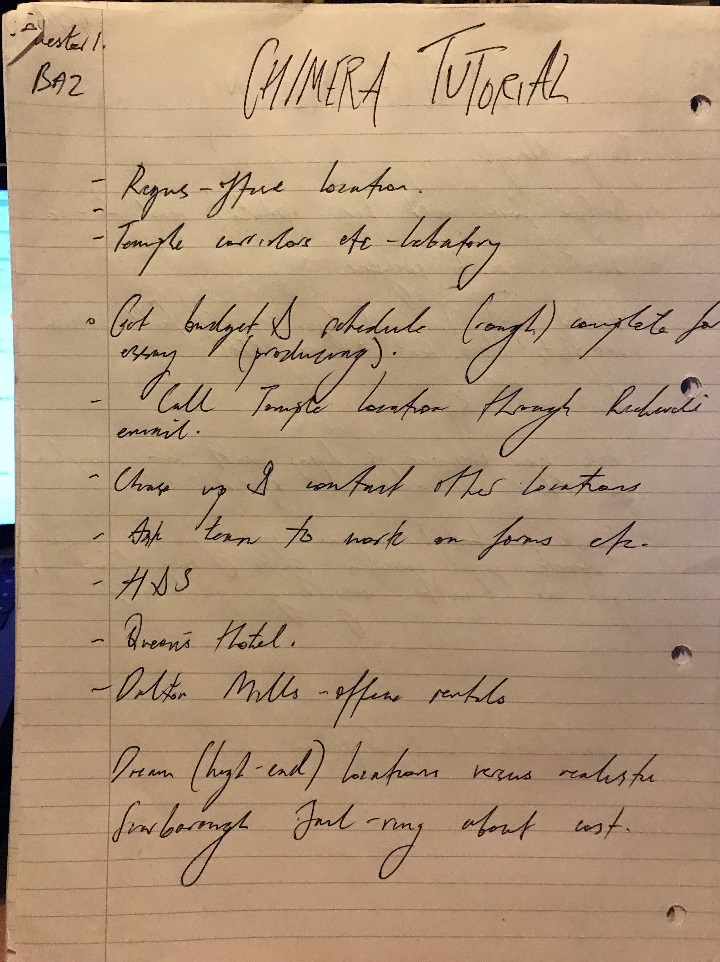
EXTERNAL PRODUCTION FORMS FOLDER: FLOAT CLAIMS

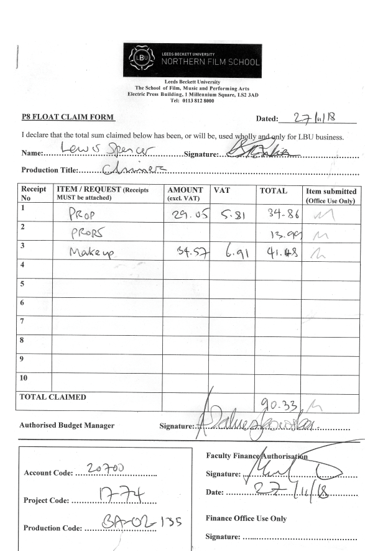


VAN HIRE FORMS

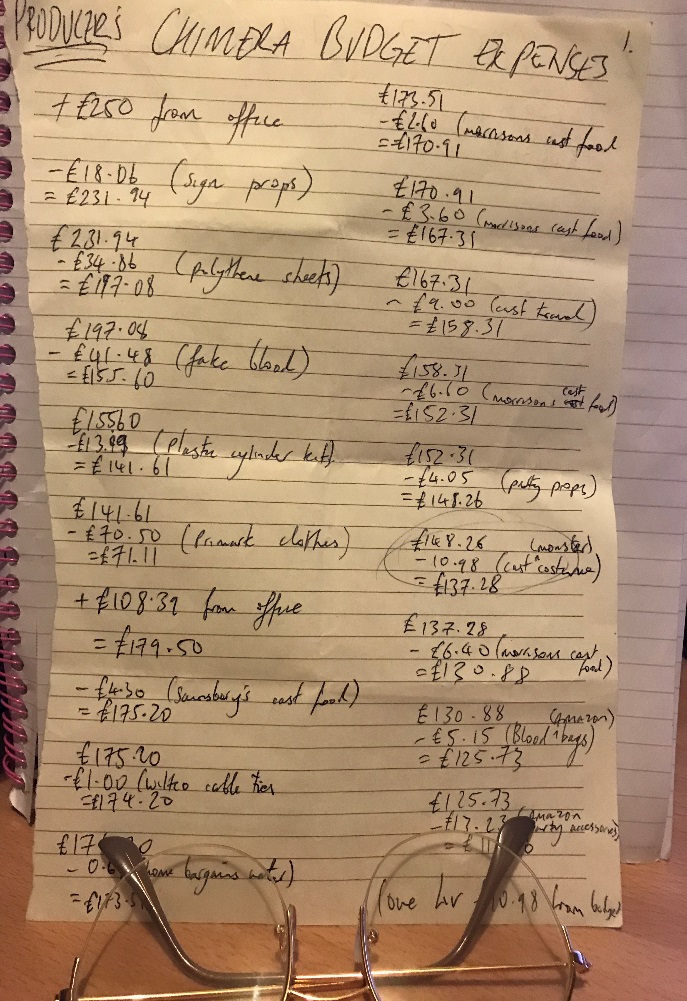
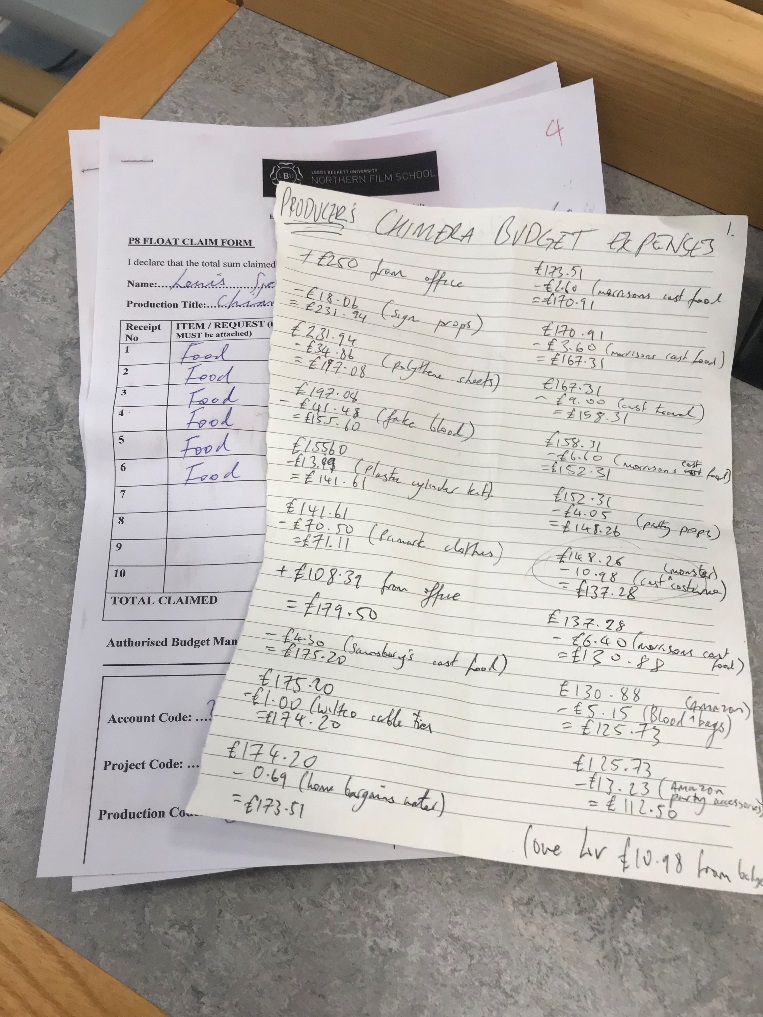
**MEETING, TUTORIAL & LOCATION NOTETAKING**

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**Budget Processes**

FLOAT CLAIM FORMS FILLED OUT MYSEKF ON BEHALF OF RECIEPTS SPENT BY MYSELF AND PRODUCTION DESIGNER.

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BUDGET BREAKDOWNS/NOTE-TAKING TO KEEP ON TOP OF EXPENDITURES



CASH OFFICE VISITS FOR RECEIVING BUDGET SPENDING MONEY

**PHONE CALLS & EMAILS TO EXTERNAL COMPANIES REGARDING LOCATION**

