

Asset Tracking Policy — International Originals - Unscripted & Scripted Series and Feature 09/05/2025

Purpose

This document is to be used as a training guide for asset tracking.

Step-By-Step Guide to Asset Tracking

1. **Asset Threshold:** An asset is any purchased item over INR 40,000 or consumer electronics over INR 20,000, or in case of purchased or created dummy firearms (any type, including but not limited to: soft or hard rubber, airsoft, or firing weapon) at any price point (“Asset”).
2. **Purchased Items:** Any item (wardrobe, arts, props, electronics) that is purchased for the project and falls outside the purview of the Asset Threshold above.
3. **Asset and Inventory Procurement:** Productions should rent when possible. If the asset the production needs is not available to rent, then it may be purchased.
4. **Assets Tracking and Disbursal:** Report all Assets via the Asset Inventory format shared with you by your Amazon Production Executive. After Principal Photography, during Wrap and before assets and purchased items leave the production, the Production Company is required to send a tentative asset disbursal plan to the Amazon Production Executive/Manager (the “APE/M”) and the Global Asset Executive (the “GAE”) via email. The plan will include:
 - **Asset Inventory Format:**
 - i. The Asset Inventory Format needs to have the disposition column filled out with each asset’s intended disbursal choice. (Please see Appendix A below for the disbursal definitions and paperwork needed).
 - ii. For assets that are being sold, even in bulk deal, an estimate of the proposed sale price

If you have not received an email response from either the APE/M or the GAE in 48 business hours, please proceed with your asset disbursal.

5. **Inventories:** All departments that have to store assets after principal photography need to complete an inventory list. The Asset Inventory Format can be used as an inventory list but must include the following information:
 - Current Location
 - Item description and photograph (or a link to photograph)
 - Box number

For storage of Purchased Items (i.e., items purchased for less than INR 40,000 or electronics less than INR 20,000), Production Company must maintain detailed inventories in the Amazon approved format shared by the Amazon Production Executive or 3P Asset vendor. All inventories must be uploaded into the production specific Box folder located in the asset sub-folder.

6. **Asset Inventory Summary:** At wrap of principal photography, Amazon will need an Asset Inventory Summary with the following information:
 - Address of the storage facility
 - Duration of the storage facility
 - Contact information of Producer / Executive Producer

7. Final Asset Management Report

Summary

This is how to document and track production assets and items. If you have any questions about this policy, please email: Studios-Production-Assets@amazon.com. In the subject line of your email please include: Show Code, Department & Document Title. Someone from the Physical Assets Team will respond as quickly as possible.

Appendix A:

Disbursal choices:

1. **Sold** - All sales should be for fair market value and to be **approved by the Amazon Production Executive/Manager**. In connection with each sale, you must obtain and provide Amazon with:
 - A hand written or digital receipt or an invoice
 - A check copy (if applicable)
 - Proof of deposit into production bank account of all funds received

The disposition column on the Asset Inventory Format should be updated to indicate that the Asset was “sold”.

2. **Donation** - The disposition column on the Asset Inventory Format should be updated to indicate that the Asset was “donated”.
3. **Destroy**- Any Asset that is purchased and later destroyed, on-camera or otherwise, should be indicated in the disposition column on the Asset Inventory Format that the Asset was “destroyed”.
4. **Storage**- All Assets placed in storage should be listed on the Asset Log in the disposition column as “storage”. Additionally, all Assets and Purchased Items must be on the box inventory (see #5 below for box inventory instructions). No approval or acknowledgement is required from Amazon for this disposition.
 - **PLEASE NOTE: Upon wrap of principle photography, no ATL or crew member’s personal items may be stored at the facility. Amazon is not responsible for any personal item that is lost or damaged.**
5. **Stolen**- Assets that are classified as stolen (“Stolen Assets”), should be filed in a police report. The production should update the disposition column on the Asset Log to indicate that the Asset is “stolen”.
6. **Missing**- Any Asset that was not stolen but cannot be found at wrap (“Missing Asset”). The production should update the disposition column on the Asset Log to indicate that the Missing Asset is “missing”.
7. **Transfer of Possession**: Assets may only be provided to Above The Line (ATL) Talent when contractually stipulated or with written pre-approval (via email) from the APE/M.

The disposition column on the Asset Log should be updated to indicate that the TOP Asset was “transferred”.