



To 1099 Contractor:

Welcome to Project One. We are excited you have chosen to work with us in serving our clients. We have included a 1099 Contractor package that will need to be filled out in its entirety and returned to us so we can complete your onboarding process in our system. This will ensure expediency in receiving orders and will ensure payments to invoices sent in a timely manner.

1099 Contractor package includes:

1099 Contractor Information

- *Payment Terms*
- *Order Completion*
- *Order Closing process for Starbucks*
- *Order Closing Process for Panda Express and Noodles (Service Channel)*
- *Contact Support Numbers*

1099 Contractor Forms

- *W-9*
- *Workman's Compensation Self Performer Statement*
- *NDA*
- *ACH Electronic Deposit Form*
- *Questionnaire/City Sheet*

(Please complete and return in pdf format to info@myproject1.com)

If you have any questions regarding forms, pricing, process and support, please do not hesitate to contact anyone on our team.

Warm Regards,

Keith Horton

Vice President

info@myproject1.com