



*To Subcontractor:*

*Welcome to Project One. We are excited you have chosen to work with us in serving our clients. We have included a Subcontractor 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.*

*Subcontractor package includes:*

*Subcontractor Information*

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

*Subcontractor Forms **(Please complete and Return)***

- *W-9*
- *ACH Electronic Deposit Form*
- *Payment Terms*
- *Certificate of Liability Insurance Form **(See Example)***
- *Workman's Compensation Form **(See Example)***
- *Workman's Compensation Self Performer Statement*
- *Non-Disclosure Agreement*
- *Signed Work Order Payment Terms*
- *Questionnaire/City Sheet*

*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*

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