



Q1

Facility Services

8858 Clay St.
Montville, OH 44064
Ph: 440/321-2971
Email: info@q1fs.com
Web: www.q1fs.com

Subcontractor Information Packet

Pages: 4

Please fill out all pages correctly, legibly and entirely. All paperwork must be emailed back to Q1 in a timely manner. This is required by Q1 clients and Q1 insurance coverage company. Payment may be held up if not returned quickly or filled out correctly.

Correct Company Name: _____

Address: _____; City _____; State: ____; Zip Code: ____

Contact Name: _____; Office Phone: _____

Cell Phone: _____; Alt/Emergency Phone: _____

Email Address: _____

Types of work performed: _____

Areas of coverage: _____

Insurance Requirements

Please have your insurance carrier email a copy of your liability insurance certificate ASAP to Q1 Facility Services showing Q1 as a certificate holder.

Correct company info:

Q1 Facility Services. LTD.
8858 Clay St
Montville, OH 44064

\$1,000,000.00 if liability insurance is required by both the provider of Q1 and all Q1 clients. You must also show an equal amount of Worker's Compensation Coverage if you have employees performing work for your company.

Tax Payer Identification Number and Certification

A valid and correct W-9 tax payer ID form must be submitted with this subcontractor information packet.

The W-9 form must be signed and dated correctly.

Q1 Policy and Procedures

- 1) Subcontractor will not hand out any business cards or solicit the clients and/or tenants of Q1 or it's locations.
- 2) Subcontractor will not perform an work for Q1 clients and/ot tenants of locations.
- 3) Subcontractor will not discuss any pricing or costs associated with Q1 work orders with any tenants or Q1 clients.
- 4) Subcontractor will at no time leave his paperwork, invoices or work orders at the location where work is being performed.
- 5) Subcontractor will supply correctly filled out, signed and dated Q1 evaluation forms with all invoicing.
- 6) Subcontractor will supply upon request before, after and progress photos of the work completed.
- 7) Subcontractor will give at least a 48 hour notice of scheduling changes to allow Q1 to properly notify its clients of the changes.
- 8) All work to be rescheduled will be rescheduled in a timely manner, in most cases the same day it has changed.
- 9) All questions, whether it is a tenant or your technician, are to be directed to Q1 at all times.
- 10) Subcontractor will perform all work in a professional workman liker manner and at all times show proper respect to all personnel involved with said work.
- 11) All work that requires permits will have all work inspections scheduled at proper times so as to not hinder completion of the involved project.
- 12) All invoicing must be emailed to Q1 in a timely manner to ensure quick and efficient invoicing to our clients. In most cases within 14 days of completion.
- 13) No invoices will be paid without the Q1 evaluation report filled out and signed by tenant/store personnel and/or progress photos of the work completed.
- 14) All invoice inquiries are to be emailed to: accountsp-r@q1fs.com; No phones call will be taken for invoice questions.
- 15) Subcontractor agrees to "net 30" payment terms from the submittal date of all required paperwork to Q1.

Subcontractor:

I have read and agree to the terms stated above. All information provided in this packet is true and correct to the best of my knowledge.

Print Name: _____; Date: _____

Signature: _____

24 Hour Emergency Information

Emergency Phone: _____

After hour rates: _____

Service/Travel charges; if applicable: _____

Area of coverage in miles: _____

Print name: _____

Signature: _____

****Only fill out this page if you offer emergency service.**