

Prestonwood Dr Garland, Tx 75040 (833)-622-3700 & (214)-236-6767

Mfira@Eco-FriendlySystems.com Website: Ecofriendlysystemsinc.net

Applicant Information	on			
Last Name	First		M.I.	Date
Street Address	•		Apartment/Unit #	
City	State		Zip	
Phone	E-mail			
Date Available	Social Security No.		Desired Salary	
Position Applied for				
Are you legally eligible t	to work in the U.S.? Yes			
No				
Have you ever worked for	or this company? Yes No If yes, w	hen?		
Have you ever been conv	victed of a felony? Yes No If yes,	explain.		

Employment History	
Company	From To
Address	Phone #
Supervisor	Responsibilties
May we contact? Yes No	
Company	From To
Address	Phone #
Supervisor	Responsiblities
May we contact? Yes No	



ACKNOWLEDGMENT OF RECEIPT OF CONTRACTOR EXPECTATIONS HANDBOOK

The Employee Handbook contains important information about the Company, and I understand that I should consult the Manager regarding any questions not answered in the handbook. I have entered into my employment relationship with the Company voluntarily, and understand that there is no specified length of employment. Accordingly, either the Company or I can terminate the relationship at will, at any time, with or without cause, and with or without advance notice.

I understand and agree that no person other than the Executive Director may enter into an employment agreement for any specified period of time, or make any agreement contrary to the Company's stated employment-at-will policy.

Since the information, policies, and benefits described herein are subject to change at any time, I acknowledge that revisions to the handbook may occur, except to the Company's policy of Contractor-at-will. All such changes will generally be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the CEO has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I understand that this handbook is neither a contract of employment nor a legally binding agreement. I have had an opportunity to read the handbook, and I understand that I may ask my Account Manager any questions I might have concerning the handbook. I accept the terms of the handbook. I also understand that it is my responsibility to comply with the policies contained in this handbook, and any revisions made to it. I further agree that if I remain with the Company following any modifications to the handbook, I thereby accept and agree to such changes.

I have received a copy of the Company's Contractor Handbook on the date listed below. I understand that I am expected to read the entire handbook. Additionally, I will sign the two copies of this Acknowledgment of Receipt, retain one copy for myself, and return one copy to the Company's representative listed below on the date specified. I understand that this form will be retained in my personnel file.

Signature of Employee	Date	
Employee's Name - Printed		
Company Representative	 Date	



Request for Taxpayer Identification Number and Certification

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
Print or type. Specific Instructions on page 3.	following seven boxes. Individual/sole proprietor or C Corporation S Corporation Partnership Trust/estate	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any)
	Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶	Exemption from FATCA reporting code (if any)
<u>eci</u>	☐ Other (see instructions) ►	(Applies to accounts maintained outside the U.S.)
Sp	5 Address (number, street, and apt. or suite no.) See instructions. Requester's name at	nd address (optional)
See		
0,	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	
Pai	rt I Taxpayer Identification Number (TIN)	
	• • • • • • • • • • • • • • • • • • • •	urity number
backı reside	up withholding. For individuals, this is generally your social security number (SSN). However, for a ent alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other es, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a</i>	
TIN, la		
	in the account is in more than one name, see the metractions for line 1.7480 see what warre and	identification number
Numk	ber To Give the Requester for guidelines on whose number to enter.	-
Par	t II Certification	
Unde	r penalties of perjury, I certify that:	

- 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- 3. I am a U.S. citizen or other U.S. person (defined below); and
- 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of	
Here	U.S. person ►	Date ►

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

INDEPENDENT CONTRACTOR AGREEMENT

This Independent Contractor Agreement (this "Agreement") is made effective as of,		
by and between	(the CEO who is"Recipient), of	
, and	(the "Contractor"), of,	
In this Agreement, the	party who is contracting to receive the services shall be referred to as	
"Recipient", and the party who will be provid	ling the services shall be referred to as "Contractor."	
1. DESCRIPTION OF SERVICES. Beginn	ing on (Date), the Contractor will provide the	
following services (collectively, the "Services	s"): 	
The Contractor shall perform services to the b	pest of their ability, be on time to locations, provide photos of cleaning	
	laily and or as needed. The contractor must maintain a working phone notos. The contractor fully understands the pay periods dates 1-15 and	
	period 1-15 will be paid on the 25 th . Days worked 16 th -end of month is	
	tor fully understands if the contractor started mid-pay period they will be	
paid at a fair prorated daily rate of agreed upo		
Contractor X		
Print name Contractor X		
Signature		
A DAVID WE DOD GEDANGER TO DE-		
2. PAYMENT FOR SERVICES. The Recip	pient will pay compensation to (name)	
Contractor for the Services at a rate of	per MONTH. This payment will be divided and paid	
out on the 11th of & 26^{th} of each month. Payn	ments will be direct deposited or mailed (if mailed expect a few days	
delay upon receiving check)		
No other fees and/or expenses will be paid to	the Contractor, unless the appropriate executive on behalf of the	
Recipient in writing has approved such fees a	and/or expenses in advance. The Contractor shall be solely responsible	
for any and all taxes, Social Security contribu	tions or payments, disability insurance, unemployment taxes, and other	
payroll type taxes applicable to such compens	sation. The contractor can forfeit final payment if all keys, company	
equipment, passcodes and legal information g	given back to company in timely manner.	
3. TERM/TERMINATION. Termination of	this agreement will occur as follows: When services are no longer	
needed by (Company name)		

PLEASE UNDERSTAND COMPENSATION PENALTY- If the contractor does allow recipient 1 to 2 week notice on leaving job to find replacement and to train new personnel the recipient has the right to pay contractor at minimum wage payments for work. If the recipient frontline customer deducts payment off invoice over contractor accounts due to a failure to complete job requirements at the minimum required level; the recipient has the right to deduct from the contractor only what was deducted from invoice for not completing job correctly. If we lose account due to no call no show, you are subject to monetary penalty.

Contractor X	
Print name	
Contractor X	
Signature	

- **4. RELATIONSHIP OF PARTIES.** It is understood by the parties that the Contractor is an independent contractor with respect to the Recipient, and not an employee of the Recipient. The Recipient will not provide fringe benefits, including health insurance benefits, paid vacation, or any other employee benefit, for the benefit of the Contractor.
- **5. CONFIDENTIALITY.** Contractor may have had access to proprietary, private and/or otherwise confidential information ("Confidential Information") of the Recipient. Confidential Information shall mean all non-public information which constitutes, relates or refers to the operation of the business of the Recipient, including without limitation, all financial, investment, operational, personnel, sales, marketing, managerial and statistical information of the Recipient, and any and all trade secrets, customer lists, or pricing information of the Recipient. The nature of the information and the manner of disclosure are such that a reasonable person would understand it to be confidential. The Contractor will not at any time or in any manner, either directly or indirectly, use for the personal benefit of the Contractor, or divulge, disclose, or communicate in any manner any Confidential Information. The Contractor will protect such information and treat the Confidential Information as strictly confidential. This provision shall continue to be effective after the termination of this Agreement. Upon termination of this Agreement, the Contractor will return to the Recipient all Confidential Information, whether physical or electronic, and other items that were used, created, or controlled by the Contractor during the term of this Agreement.
- **6. INJURIES.** The Contractor acknowledges the Contractor's obligation to obtain appropriate insurance coverage for the benefit of the Contractor (and the Contractor's employees, if any). The Contractor waives any rights to recovery from the Recipient for any injuries that the Contractor (and/or Contractor's employees) may sustain while performing services under this Agreement and that are a result of the negligence of the Contractor or the Contractor's employees. Contractor will provide the Recipient with a certificate naming the Recipient as an additional insured party.
- **7. INDEMNIFICATION.** The Contractor agrees to indemnify and hold harmless the Recipient from all claims, losses, expenses, fees including attorney fees, costs, and judgments that may be asserted against the Recipient that

result from the acts or omissions of the Contractor, the Contractor's employees, if any, and the Contractor's agents.

- **8. NO RIGHT TO ACT AS AGENT.** An "employer-employee" or "principal-agent" relationship is not created merely because (1) the Recipient has or retains the right to supervise or inspect the work as it progresses in order to ensure compliance with the terms of the contract or (2) the Recipient has or retains the right to stop work done improperly. The Contractor has no right to act as an agent for the Recipient and has an obligation to notify any involved parties that it is not an agent of the Recipient.
- **9. ENTIRE AGREEMENT.** This Agreement constitutes the entire contract between the parties. All terms and conditions contained in any other writings previously executed by the parties regarding the matters contemplated herein shall be deemed to be merged herein and superseded hereby. No modification of this Agreement shall be deemed effective unless in writing and signed by the parties hereto.
- **10. WAIVER OF BREACH.** The waiver by the Recipient of a breach of any provision of this Agreement by Contractor shall not operate or be construed as a waiver of any subsequent breach by Contractor.
- 11. SEVERABILITY. If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

13. SIGNATORIES. This Agreement shall be signed	ed by	and by
Th	is Agreement is effective as of the	he date first above written.
12. APPLICABLE LAW. The laws of the State of	shall	govern this Agreement.
I (CONTRACTOR) of this agreement. I am willing to work at the best of		
RECIPIENT:		_
By:		_
CONTRACTOR:		_
Ву:		

TEXAS DEPARTMENT OF INSURANCE, DIVISION OF WORKERS' COMPENSATION 7551 Metro Center Drive, Suite 100 Austin, Texas 78744

If you are not certain whether all parties meet the requirements for entering into this agreement, you may wish to consult an attorney.

Texas Workers' Compensation Act, Texas Labor Code, Section 406.121(2) defines "independent contractor" as follows: (1) "Independent contractor" means a person who contracts to perform work or provide a service for the benefit of another and who ordinarily: (A) acts as the employer of any employee of the contractor by paying wages, directing activities, and performing other similar functions characteristic of an employer-employee relationship; (B) is free to determine the manner in which the work or service is performed, including the hours of labor of or method of payment to any employee; (C) is required to furnish or have his employees, if any, furnish necessary tools, supplies, or materials to perform the work or service; and (D) possesses the skills required for the specific work or service.

AGREEMENT BETWEEN GENERAL CONTRACTOR AND SUBCONTRACTOR TO ESTABLISH INDEPENDENT RELATIONSHIP

Notice of Agreement

The undersigned General Contractor and the undersigned Subcontractor hereby declare that:

- (A) the Subcontractor meets the qualifications of an Independent Contractor under Texas Workers' Compensation Act, Texas Labor Code, Section 406.121;
- (B) the Subcontractor is operating as an independent contractor as that term is defined under Section 406.121 of the Act;
- (C) the Subcontractor assumes the responsibilities of an employer for the performance of work; and
- (D) the Subcontractor and the Subcontractor's employees are not employees of the General Contractor for purposes of the Act.

	TERM (DATES)	OF AGREEMENT: FROM:	
		ТО:	
Name of General Contractor		Name of Subcontractor	
LOCATION OF EACH AFFECTED JOB SITE (OR STATE WHETHER THIS IS A BLANKET AGREEMENT):		Estimated number of employees affected:	
		THIS AGREEMENT SHALL TAKE EFFECT NO SOONER THAN THE DATE IT IS SIGNED.	
Texas Labor Code, Texas Workers' Compensation	*	ctor's Affirmation	
If the General Contractor's workers' compensational during the effective period of coverage, it is adviss General Contractor to file this form with the new	able for the	Federal Tax I. D. Number	_
Signature of General Contractor	Date	Address (Street)	
Printed Name of General Contractor		Address (City, State, Zip)	
	<u>Subcontractor</u>	r's Affirmation	
		Federal Tax I. D. Number	
Signature of Subcontractor	Date	Address (Street)	
Printed Name of Subcontractor		Address (City, State, Zip)	
The General Contractor should retain the origin Division, and may be provided to the insurance carri		also retain a copy of the agreement. This form is not required to be	filed with the
Division, and may be provided to the instrumed carry	N.	Division Data Stamp He	ere

