



Always Install Metal
Handyman Service
<http://handyman27821.com>

Subcontractor Terms and Agreement

[A.I.M. Handyman Service](#)

Click link to send e-mail

Following are the Terms and conditions for subcontracting with Always Install Metal Handyman Service (AIM)

- 1) Showing up for work indicates that you have read and agree to these terms
- 2) Read our [Mission Statement](#) (click link below)
- 3) AIM has no employees
- 4) Subcontractors shall not represent themselves as employees nor representatives of AIM
- 5) Subcontractor must complete an IRS form W-9 prior to receiving payment. Or [send invoices by e-mail](#).
- 6) Attire must be suitable for work. Holding up your pants with one hand and attempting to work with the other is not acceptable. Use a belt or suspenders if needed.
- 7) Each subcontractor is responsible for his/her own insurance, including and not limited to workman's comp, liability, etc. AIM shall be held blameless for any/all oops.
- 8) Each subcontractor shall be responsible for his/her own actions.
- 9) No subcontractor shall be held responsible for the actions of any other subcontractor
- 10) Each individual working shall be considered an independent subcontractor, unless they are employees of a subcontractor.
- 11) All verbal agreements must be confirmed by e-mail.
- 12) AIM will supply, on request, up to 3 e-mails accounts at no cost to subcontractors.
- 13) Subcontractor must provide a daily record of hours worked (if paid hourly) AIM will e-mail a link you your [time-sheet](#). You may, if you wish, download this linked template.
 - a) Subcontractor will report daily time and task accomplishments (usually on [time report](#))
 - b) Time must be reported/updated by text upon:
 - i. arrival,
 - ii. breaks over 5 minutes,
 - iii. at lunch & return, and
 - iv. at knock-off.
 - c) Failure to report daily time may result in forfeiture or delay of pay.
 - i. Example: Reporting Wednesday's time on Thursday is not acceptable.
- 14) Understand that your time report will usually serve as an invoice if W-9 is completed.
- 15) Payment shall usually be via P2P at end of job or pay-period. Receipt may be required.
- 16) Provide name and e-mail address of each co-subcontractor to AIM so that time sheet can be prepared for them

The job of each subcontractor is fivefold; listed in order of importance:

1. To perform tasks in a safe and efficient manner
 - a) Advise all coworkers of unsafe conditions
 - b) Each individual has the right to refuse any unsafe task
2. To provide the clients of AIM with quality workmanship
3. To provide their own tools and instruments
4. To keep the job-site neat and orderly
5. To make money for AIM

E-mailed Invoices

- a) Subject line must contain the word "Invoice", Invoice number (if any), Job Title, and date yyyyMMMdd

b) Invoice can be an attached document (preferred) or in the body of the e-mail