



Alert Retail Service, Inc.
P.O. Box 164
Somers, WI 53171

Phone: (262)552-8162
Fax: (262)552-8161

As a preferred and certified service provider for Alert Retail Service (ARS), the following guidelines & the attached "Information Sheet" must be completed. Thank you for your patience & consideration in completing this information, as it will help us ensure we provide you and our clients with the best service possible.

Commencement of work shall imply agreement to Purchase Order terms as well as the requirements outlined in the Contractor's Agreement. All work must be scheduled with store manager prior to arrival at contracted location. Trip charges for unscheduled work will not be accepted. Purchase Orders may require on-site technician to check in and out by use of telephone. Failure to do so may result in delayed payment.

Work is to be performed by employees on the payroll of the company listed on the ARS purchase order. No subcontracting of work is permitted. Any companies completing work must be named on purchase order provided by ARS.

Purchase Order dates & amounts must be adhered to unless called into ARS prior to expiration of complete by date or before exceeding the monetary cut-off amount. Invoices exceeding the monetary cut-off figure will not be put into the payment process until agreement on new amount has been reached.

Changes to original Purchase Order can be approved by ARS representatives ONLY. No store personnel or corporate office personnel are authorized to approve additional charges, changes in scope of work, or extensions to time restraints.

In cases where photos are a requirement of Purchase Order, work will not be considered complete until photos are received.

All completed work should be billed within seven (7) days of completion. Contractors who invoice sooner (preferably the same day as service) will be given priority status. Invoices not received within thirty (30) days of completion may be subject to delays or complete forfeiture. Invoices not received within ninety (90) days of completion will not be considered for payment.

Signed, timed verification with store manager (or manager on duty) & store stamp must accompany invoice. Signed verification will be used primarily to confirm times/dates of service, not necessarily as a binding acceptance of satisfactory work.

Where IVR is noted as being necessary, contractor must ensure these considerations are met before invoicing can be accepted. Invoices for service requiring photos upon completion will not be accepted until pictures are received.

Invoices must include breakdown of costs, to include the following: Labor broken down by man-hours, applicable service or travel charges, any materials used (each listed separately), **and all applicable local taxes. Contractor will be held responsible for proper taxation, unless exemption certificate has been issued.**

Invoice must include complete, detailed description of how requested work was completed. Invoices with generic or vague descriptions of work may be returned to contractor for further information. Billing cycle will not begin until these details are obtained.

Invoice should include ARS purchase order number and store name with corresponding store number.

Invoices meeting approved guidelines will be paid forty-five (45) days from their receipt.

Contractor must carry insurance, regardless of local requirements, to include: General Liability (no less than 1,000,000), Auto (no less than 1,000,000 per occurrence and property damage of 250,000), and Worker's Compensation. Amounts must meet any limits required by local property owners and/or landlords.

Payments will not be issued until insurance (to include outdated certificates) and invoice requirements, as listed in this agreement, are met.

To the fullest extent permitted by law, the contractor will indemnify & hold harmless ARS, it's agents, and employees from & against any & all claims, damages, losses and expenses, including attorney fees, arising out of performance of work attributable to bodily injury or property damage caused by the negligent acts or omissions of the contractor, anyone directly or indirectly employed by them, regardless of whether or not such claim, damage, loss or expense is caused in part by ARS including supervision of contractors work.

Contractor is required to know & comply with any local ordinances or permitting requirements, as well as any regulations or fees required by landlord or property owner of location listed on Purchase Order.

As an authorized representative of the below named company, I understand and agree to the terms and guidelines presented above.

Name

Company Name

Authorized Signature

Date of Agreement



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INFORMATION SHEET

Company Name _____

Will Invoices Be Billed Under the Same Name? N Y

Address _____ City _____ State _____ Zip _____

Main Phone _____ Fax Number _____

Cell Phone _____ Pager Number _____

Email Address _____ Website Address _____

Federal ID # _____ <OR> SSN _____

Licensed? N Y (If yes, #: _____) Bonded? N Y

Regular Hourly Rate: _____

Overtime Hourly Rate: _____

Service Call Rate: _____

Important Note: Companies Charging Hourly Rates Will Be Given Preference Over Flat Rate Companies. Flat Rate Companies Should Attach A Pricing Schedule.

How many miles from office without a service call? _____

Please describe the basic area you are able to cover for standard service call:

Four horizontal lines for describing service area.

Please list trades your company performs. Please note that if a mechanical trade is listed, a license number for each is required (i.e.: if electric is listed, an electrical license number must be listed as well).

Three columns of horizontal lines for listing trades.

Information Provided By:

Name _____

Signature _____

Date of Agreement _____