



06-16-91
11-71-60

Subcontract Policy:

Date: _____

We welcome your association with our company. This agreement lists our subcontractor's policies. Please sign and return one copy.

1. As a subcontractor of our company, you have become part of our team. We look to you to help our jobs run smoothly. If you anticipate a problem not addressed in our plans, or find any code violation or technical problem, please notify us promptly. Acceptance of all bids should be based on a job site visit. Any problem caused by conflicting conditions becomes your problem and your responsibility.
2. All your personnel on our job should support our company and speak well of it. You are an integral part of our marketing program. Both of our businesses stand to lose or gain by your job behavior.
3. Referrals: If any of our clients request work directly from you, such as extras or future work you will need a written permission to do the work. According to our original contract with the client, if any neighbor or passerby asks you to do a job, you must refer them to our office. Any subcontractor who takes such a job directly shall be in direct violation of this agreement.
4. Changes: All changes must be approved by our superintendents of our office. If time is a problem, you may proceed with our verbal approval, but you must follow up with a written change order. No prices may be given directly to the client.
5. Insurance: Our Company carries a blanket insurance policy. If a copy of your general liability or workers compensation coverage is not in our hands prior to any and all payouts, we shall deduct ___% from the amount due you for the general liability and ___% for the workers' compensation.
6. Job Schedule: If for any reason you go to a job and additional work is needed before you can proceed, please call our office immediately. We can often solve the immediate problem and avoid such work stoppages in the future.
7. Client Relations: Don't talk to the clients except to be cordial. Problems go to the contractor.

Contractor

Printed Name:
Subcontractor

Address:



617.629.2910, 781.342.6100



617.629.2911, 781.342.6101