CMB Here to Help LLC.
260-782-1213
cmbheretohelp@gmail.com
www.cmbheretohelp.com

Trade Partner Agreement

Business Name: _____

Contact Name: _____

Address: _____

City, State, Zip: _____

Federal Tax ID or SSN: _____

Office Phone: _____

Mobile Phone: _____

Do you have General Liability? ☐ Yes ☐ No

Do you have Workers Comp? ☐ Yes ☐ No

If no, do you have workers comp exempt certificate? ☐ Yes ☐ No

Trade Partners working on CMB Here to Help LLC projects must submit a W9, certificate of liability and worker's compensation insurance naming CMB Here to Help LLC as Certificate Holder with the following information. If you do not have workers comp, you must supply a workers comp exempt certificate.

Certificate Holder:

CMB Here to Help LLC
1618 Pemberton Drive
Fort Wayne, IN. 46805

Description of Operations/Special Provisions:

CMB Here to Help LLC is listed as additional insured

You will be mailed a form 1099 indicating the amount CMB Here to Help LLC has paid you for the year. It is your responsibility to calculate and pay your own taxes.

CMB Here to Help LLC requests that all insurance paperwork be on file before payment is processed

Please email signed agreement to cmbheretohelp@gmail.com

WORKMANSHIP AND PROFESSIONALISM: You should perform every job as if it were your best job. Not only is your name on it, but so is ours. The workmanship must meet or exceed the standard set forth in your particular industry standards. The trade partner must not take away clients on the side and if any work is requested by client, to follow up with CMB Here to Help LLC to run the project through them.

JOBSITE SAFETY: It is imperative that you work safely and follow all of the rules and laws set forth by OSHA or any other governance.

DUMPSTERS AND JOB SITE TRASH: There is always debris on projects. If there is a dumpster on site, please don't assume that it is there for you to use. Check with the Project Manager before you or any employees dispose of trash in a dumpster. Unless otherwise directed, make arrangements to clean up and carry your trash off for disposal.

LOCKBOXES: CMB Here to Help LLC often uses lock boxes for convenience on projects. The code can be obtained by the Project Manager. Make sure you lock the property when you leave and put the key back in the lockbox.

SMOKING AND TOBACCO USE: CMB Here to Help LLC has a no tobacco use policy on their job sites. Do not smoke or dip on a job site please.

PERMITS AND INSPECTIONS: It is the responsibility of each specialty subcontractor to apply for and obtain a permit when required for the work they are going to perform on a project. Subcontractors must have a signed subcontract agreement before seeking a permit.

ACCEPTANCE OF WORK: Your work must be accepted by a representative of CMB Here to Help LLC before you can be paid. Additionally, the customer must approve of the work you are claiming on your invoice. Incomplete work will result in withheld payment or back charges.

WITHHELD PAYMENTS AND BACK CHARGES: In the event that the Project Manager finds a legitimate reason to withhold payment or back charge your invoice he will notify you in writing. Money may be withheld for the following reasons: incomplete work, unsatisfactory workmanship, trash or debris left on site, failure to pass inspection by any municipality, insurance or license changes occur without notice to CMB Here to Help LLC.

CHANGE ORDERS: Change orders must be agreed upon and put in writing to be signed by both parties before any changed work is to begin.

INVOICES AND PARTIAL OR PROGRESS PAYMENTS: Invoices must be submitted when work is completed for payment processing. Draw requests will also need an invoice submitted for payment processing. Partial payments/draw requests must be set up and agreed to before you sign your subcontract agreement for a project. Invoices must have the subcontractors name, address and phone number as well as the customer's name and address and the amount you are invoicing. All projects must be invoiced separately.

PUNCH LIST: You agree to perform all punch list related tasks before final payment is received. In the event that there is a delay in completing a project, a retainage may be withheld from your final payment until these tasks are completed.

Your signature indicates that you have read and received a copy of this agreement.

Print & Sign Name	Company Name	Date

Please email completed and signed agreement to cmbheretohelp@gmail.com