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9/20/2016

J.M. Grove – Construction & Supply  
72 E. Lancaster Ave  
Malvern Pa 19355

**Subject:** Job acceptance letter

Dear

On behalf of JM Grove Construction & Supply LLC, I am pleased to offer you the position of IT - Sr .Net Developer. This offer is contingent upon successful completion of a background check, reference check, any other preconditions which will be conducted in accordance with applicable federal, state and local law.

Please send the following items attached with your response:

1. Copy of Photo ID with proof of name/age/address
2. Bank Information for direct deposit
3. Copies of Academic/ Technical qualifications
4. Succesfull accomplishment of technical task

This is a \_\_\_\_\_ position beginning 9/20/2016 is EXEMPT. We are prepared to offer you an hourly rate of \_\_\_\_\_ \$us/hour paid semimonthly. This paycheck will be received on 9/30/2016 only if you complete 40 production hours/biweekly period. In case you haven't completed the hours required for the payment, they will be transferred for the next pay period in which you will have to complete 40 production hours to receive your payment along with the first production hours delivered.

If you don't show results of the tasks that will be assigned by your supervisor between the first 10 days of work, you will be terminated immediately without compensation.

If the contractor delivers less than 40 billable/production hours within the paid period your compensation will reflect a 20% decrease. However, if the contractor delivers more than 41 billable/ production hours biweekly you will receive an increase of 25% on your hourly rate and an offer to become a full time contractor according to Company Policies. All billable/production hours must be preauthorized by a supervisor and they will be assigned and measured by Task Generator.

The company requires a list of 8 regional religion or relevant Holidays of each employee to be approved by the HR Department. Once the list is approved JM Grove respects holidays for the first year without payment. After the 3rd review that is scheduled for the 1st year of contractual relationship, the company pays for holidays leave approved by HR.

Your operating hours are OPEN/Production based however, required attendance Company meetings are mandatory on Monday- Friday 07:30pm IST (10:00 am EST). However, we are often called upon to work outside normal business hours. It is our policy to work the hours that best suits our clients.

During the Contractor's employment he/she will:

- Provide a computer responsive enough to perform the work required and run the required programs.

- Provide a stable, responsive internet service from which to conduct business.
- Devote such time and effort as may be reasonably required by the Company to perform his/her duties.
- Not engage in any other business activity without the Company's written consent.

We have a review Company policy in which the first month is a probation month, also, we evaluate all of our employees after the first 90 days, 6 months and 1 year to renegotiate the terms and conditions of the contractual agreement.

JM Grove Construction & Supply is an equal opportunity Company. All opportunities for contractors and advancement are based on merit, qualifications, and abilities.

If you accept this offer, please date and sign this document in the space below:

Employee Name (print):	_____	J.M. Grove Rep:
Employee Signature:	_____	Rep Signature:
Date:	_____	Date:

**KITCHENS ■ BATHROOMS ■ BASEMENTS ■ ADDITIONS**