Dear Kenneth,

I would like to take this opportunity to welcome you to The Stowe Group! My name is Diana and I'll be your point of contact for your contract documentation.

To help get you onboard, I'll need the attached paperwork including our **Contractor Agreement with Exhibit A**, **W-9 Form**, **Background Check Authorization**, and **Direct Deposit Form** with a copy of a voided check attached (required), completed and returned as soon as possible. You can return your documents to me either by fax to 617-440-2030 or scan and e-mail them to me directly.

We will also need proof of insurance (a **Certificate of Insurance**) as required in paragraph 11 of the Contractor Agreement.

***Time Sheet Submittal Instructions:***Also attached is our standard time sheet template. You can use this - OR – a company time sheet depending on the Client’s preference. Your time sheet approved by your DEKA Research Manager is due by end of day, every Monday, for the preceding work week. This can be a faxed/signed time sheet (fax: 617-440-2030) –or- an electronic time sheet, either signed, or with an “e-mail approval” from your Manager to [**TimeSheets@StoweGroup.com**](mailto:TimeSheets@StoweGroup.com). If submitting for an “e-mail approval”, you must copy [**TimeSheets@StoweGroup.com**](mailto:TimeSheets@StoweGroup.com) when forwarding the time sheet to your manager and ask them to "**Reply All**" with their approval.

**\*\*Very Important\*\*** When requesting "e-mail" approvals, you must always be sure to include: **your full name, the week ending date, & total hours worked**in the “subject line” of your e-mail. ***For Example***: **Kenneth Colassi W/E 03/21/15, 40 hrs**

Additional attachments for your records & review: *Direct Deposit-Payroll FAQ's, & Summary of Rights-FCRA*

Once again, welcome to The Stowe Group and please do not hesitate to contact me or Lou with any questions.

Kind regards,

Diana

Best Regards and thanks

Kenneth William Colassi MEANSTACK CONSULTING LLC

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