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## Re: Contractor Agreement Between

## Pro Ace Heating & Air conditioning Ltd

&

First Name:	Ali	Phone:	6048415774
Last Name:	Soroush	Cell Phone:	
Address:	1	Email:	acecare88@gmail.com
City:	West Vancouver	Login:	Ali
Postal Code:		Password:	aaa
Starting Date:	2020-03-11	License:	
Bank Name:		Bank Branch:	
Gst Number:		Drivers license number:	
Wcb Number:		Truck Model:	
Contract Exp Date:	2020-03-11	Truck Plate Number:	

The following are the terms and conditions of the agreement you have with:

Pro Ace Heating and Air conditioning Ltd

As a contractor you will be responsible for all Taxes, WCB, CPP and EI, Therefore, you have to report your income to Canada Revenue Agency. Pro Ace will be reporting your income as an expense to CRA. Two weeks notice prior resignation/termination from both parties.

***Reviews are the major concern of Pro Ace Heating and Air Conditioning, as a contractor we are expecting you to provide an excellent job in order for us to get a 5 star reviews.***

***Customer's review is consider as an asset of the company and added a value to our business. Any bad reviews will cost the company an estimate of a \$500-\$5,000 worth of damage.***

***You will be responsible for the damage caused by the bad reviews. We will give you an opportunity to avoid any related cost***

## **As a contractor:**

- You have to provide us with your GST and WCB Number
- 
- You have use of own tools and retain the right over the use your equipment and tools
- 
- You have to manage your own employee and their welfare
- 
- Work without supervision; you will be responsible for any damages
- 
- You Will be liable for the quality of your work; If there are complaints or issues with the quality of your work . It will be your responsibility to rectify and fix the problem, you will have to redo job without compensation
- 
- You have to provide us with your company invoice for payments

## **Pro Ace Heating and Air Conditioning Ltd will be lending you the following:**

- Vehicle (for company use only). You will be the principle operator and in the case of an accident; will be responsible for paying the deductible if deemed at fault.
- Printer
- Portable credit/debit machine

They have to be returned in the same condition as borrowed. You will be responsible for cost of repair or replacement excluding normal wear over time.

# Service, Repair and Installation Guideline

## Service:

1. You must complete the service list for each service call by answering our Ace app. questions.
2. Prior leaving the customers place, make sure payment is collected
3. Attached all necessary photos of the job, for reference
4. Put a service sticker with your name and date of servicing and next servicing.
5. Minimum 30-45 minutes duration per service job.

## Installation:

1. Confirm the following before installation.
2. Take pictures before and after each installation.
3. For pictures after each job, take a minimum of 3 pictures.
  - a. for the venting
  - b. for installation
  - c. for drainage
4. All your installations must be up to code and to the manufacturers specs.
5. You will be responsible for the quality of the work and must attend to fix if there are any concerns/complaints and/or permit failure.
6. Permit failure will be free of cost, second attempt for permit will be at your own cost for \$300 for the charge
7. You are responsible for repairs and the costs if there is a complaint of your doing regardless if you send another technician.

## Repair:

1. You must be able to do proper diagnoses before any repair has been done.
2. Always obtain a second opinion from our staff if you are not sure what the problem is before approaching the customer.

3. Never mention unsure repairs and diagnoses to customers.
4. You are responsible for repairs and the costs if there is a complaint of your doing, regardless if you send another technician. The office will then notify you of the charges.
5. For any follow up, contact the office and make a note
6. Attached photos and notes that includes the model # and serial # of the parts.
7. You are responsible for your helper for installations, please make sure to inform the office. Helper must also be wearing the company uniform

## **Contract Agreement rate:**

### **Part Commission**

Alone	0 %
With Tech	0 %

### **Service and Repair Commission:**

	Booking Comm	Upsales commission
Alone	20 %	10 %
With Tech	30 %	18 %

### **Installer and Appliance Commission:**

	Installation Labour	Appliance Sale On Labour
Alone	0 %	0 %
With Tech	0 %	0 %

### **Tech Booking For Others Commission**

	Jobs
Alone	10 %
With Tech	5 %

### **Others Pay Methods and Deductions**

	Time Comm	Per Job	Driving Redo	Redo Penalty
Alone	0 %	0 %	0 %	0 %
With Tech	0 %	0 %	0 %	0 %

Working with Ali: \_\_\_\_\_/hr.

## Increments

Time	Review Date	Service & Sales on Installation Service Commission	Commission	Sales on Appliances Commission on Labour
Months 0-3		20%	20%	7%
Months 4-6		22%	22%	7.5%
Months 7-9		23%	23%	8%
Months 10-12		24%	24%	9%
After 1 year+		25% + bonus + Medical	25%	10%

## Working schedule and Hours:

### Please mark the schedule of your availability

Monday	From: 8AM	To: 5PM	After 5:00
Tuesday	From: 8AM	To: 5PM	After 5:00
Wednesday	From: 8AM	To: 5PM	After 5:00
Thursday	From: 8AM	To: 5PM	After 5:00
Friday	From: 8AM	To: 5PM	After 5:00
Saturday	From: 8AM	To: 5PM	After 5:00
Sunday	From: 8AM	To: 5PM	After 5:00

## Qualification

### Residential:

	Service	Repair	Installation
Ductless System			
Ac			
Boiler			
Furnace			

Hot Water Tank  
Tankless  
Fireplace  
Air Duct Cleaning

**Commercial:**

	Service	Repair	Installation
Roof Top			
Sheet Metal Work			
Water Source Heat			
Pump			
Estimate			

I,\_\_\_\_\_understand these terms and conditions in these 5 pages and I will follow and respect this contract while working for **PRO ACE HEATING & AIR CONDITIONING LTD.**

Printed Full Name: \_\_\_\_\_

Printed Full Name: \_\_\_\_\_