

3855 Henning Drive Burnaby, BC V5C 6N3

Tel: 604-293-3770 Fax: 604-293-3773

Re: Contractor Agreement Between

Pro Ace Heating & Air conditioning Ltd

&

First Name:	Johnsone	Phone:	1234567890
Last Name:	Willson	Cell Phone:	1234567890
Address:	123A, Slice-2, Wilsone	Email:	abcxyz@yahoo.com
	Road,Guard marg, USA		
City:	New York	Login:	abcxyz@yahoo.com
Postal Code:	452001	Password:	abcxyz@yahoo.com
Starting Date:	24/05/2020	License:	ARD123XYZ
Starting Date:	24/05/2020	License:	ARD123XYZ
Bank Name:	State Bank of New York	Bank Branch:	Wilsone road
Gst Number:	123JSDF432	Drivers license number:	123ASDGH123A
Gst Number:	123JSDF432	Drivers license number:	123ASDGH123A
Gst Number:	123JSDF432	Drivers license number:	123ASDGH123A
Wcb Number:	123JSDF432	Truck Model:	123ASDGH123A
Contract Exp Date:	123JSDF432	Truck Plate Number:	123ASDGH123A

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.

As a contractor:

- Provide us with your GST Number
- Use of own tools
- Provide us with your WCB Number

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- Retain the right over the use your equipment and tools
 - You have the discretion of when you want to work and what days
 - Work without supervision; will be responsible for damages
 - 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:

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.

- 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

Scope of your work: Service, Installation and repair of residential/commercial heating and cooling (HVAC) systems.

Service:

1. You must complete the service list for each service call by answering our online questions.
2. Fifteen minutes prior leaving the customers place you must call the office and report the work and all up-sold items.
3. Note all details.
4. Put a service sticker with your name and date of servicing and next servicing.
5. Minimum 45 minutes per service job.

Installation:

1. Confirm the work 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
 - b. 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. 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.

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.

Wages:

- Service & Repair paid per job minus parts
- Sales commission
- Installations & commercial HVAC work-paid per job/or as contracted
- You are in charge to take helper for installations
- Working with Ali: _____/hr.

Default commission type:

Default Tech Percentage

Default Commission Type:

Service and Repair Commission:

	Booking Comm	Upsales commission
Alone	\$%	%
With Tech	\$%	%

Tech Booking For Others Commission

	Jobs
Alone	%
With Tech	%

Others Pay Methods and Deductions

	Time Comm	Per Job	Driving Redo	Redo Penalty
Alone	\$%	\$%	\$%	\$%
With Tech	\$%	\$%	\$%	\$%

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:

Monday parts

Tuesday parts

Wednesday parts

Thursday parts

Friday parts

Saturday parts

Sunday

Qualification

Residential:

	Service	Repair	Installation
Ductless System	sfsf	sfsdf	fsdfsdf
Ac	sfsf	sfsdf	fsdfsdf
Boiler	sfsf	sfsdf	fsdfsdf
Furnace	sfsf	sfsdf	fsdfsdf
Hot Water Tank	sfsf	sfsdf	fsdfsdf
Tankless	sfsf	sfsdf	fsdfsdf
Fireplace	sfsf	sfsdf	fsdfsdf
Air Duct Cleaning	sfsf	sfsdf	fsdfsdf

Commercial:

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

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: _____