



Elite Moving Labor LLC
2401 Bayshore Blvd Ste 412
Tampa, FL 33629
Toll Free: (888) ELITE-03
Fax: (888) 901-4464
www.EliteMovingLabor.com
info@elitemovinglabor.com

SUPPLIER APPLICATION

Before submitting your application make sure that you have the following documents. Applications will not be processed without all required documents.

- Completed Supplier Application
- Signed Pricing, Credit Card and Equipment Policies
- Proof of General Liability Insurance (Minimum \$500,000)
- Current State Entity Documents (LLC, DBA or Inc)
- Completed IRS Form W-9
- Completed ACH / EFT Consent Form

Return the completed application with this checklist by one of the following methods:

Fax: 1-888-901-4464

E-Mail: providers@elitemovinglabor.com



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Company Information

Company Name: _____

Company Start Date: _____

Entity Type: _____

Taxpayer Id: _____

Website: _____

Phone Number: _____

Fax Number: _____

Physical Street Address: _____

City, State and Zip: _____

Primary Contact

Contact Person: _____

Phone Number: _____

E-Mail Address: _____

Secondary Contact

Alt Contact: _____

Alt Phone Number: _____

Alt E-Mail Address: _____



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PRICING AGREEMENT

Approved Suppliers must be in agreement with our pricing structure. Rate information for each crew size and service we offer is as follows:

2-Man Crew - \$150 / First Two Hours / \$80 Each Additional Hour (*Not available for load service*)
2-Man Crew - \$200 / First Three Hours / \$70 Each Additional Hour
3-Man Crew - \$270 / First Three Hours / \$95 Each Additional Hour
4-Man Crew - \$345 / First Three Hours / \$120 Each Additional Hour

*Moves taking place within the **New York City (NYC)** area are charged an additional \$25 fee. This fee is collected by the Supplier to account for the high cost of tolls and parking.*

- Billable time begins on arrival at the customers location. Billable time ends when the work order has been signed by the customer.
- Additional time beyond the minimum is pro-rated to the nearest ¼ hour.
- Travel time (unless otherwise noted), taxes and all other fees are included in the rates. You cannot charge for stairs, long carries, elevators, etc.
- Customers must always be given the option to pay by cash or credit card. If you do not accept credit cards see the 'Credit Card Acceptance Policy'.

Travel Fees

We do our best to avoid travel charges; Customers simply do not like them. As a general rule you should never expect to receive travel compensation for any move taking place within 25 miles of your location and/or a major metropolitan area. For moves taking place farther out we will do our best to ensure that you receive adequate compensation.

Before accepting a job from us make sure to review the "Travel Fee" field. If an amount is not listed it means the move does not have a travel charge assigned to it.

Piano Fees and Policy

We will only move small spinets, standard uprights and over-sized upright pianos. We do not move baby grand or grand pianos. Although we do not charge additional for moving pianos we do require a specific crew size for each type.

Spinet and Standard Upright Pianos: 3-Man Crew (Minimum)

Over-Sized Upright Pianos: 4-Man Crew (Minimum)

97% of all pianos we move are on the ground floor. If a piano has to be moved up/down a flight of stairs we will approve it with you first.

I AGREE TO THE PRICING AGREEMENT AND RATE STRUCTURE

Signature: _____

Date: _____



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CREDIT CARD ACCEPTANCE

All approved Suppliers must allow every customer to pay by cash or credit card. This encompasses all card types, including American Express.

If your company **DOES** accept credit cards:

- You can process the final bill however you normally process credit cards.
- You cannot charge a credit card percentage fee. (*Example: 3% surcharge to cover processing costs*)
- You still must return a completed copy of the work order after each move.

If your company **DOES NOT** accept credit cards:

- You can accept credit cards on site using the work order we provide.
- In addition to completing the work order in its entirety you must also complete the 'credit card authorization' area.
- Work orders with credit card information must have two signatures and all fields must be complete.
- Once returned to EML the order will be processed. If you elect to receive direct deposit (ACH) the funds will be available to you within one business day. If you elect for a check payment it will be mailed on the same day the order is processed.

If we process a credit card payment on your behalf we will deduct 3.2% from the total bill to cover processing and administrative costs.

Credit Card Security & Customer Privacy

It is the Supplier's obligation to ensure that the customers credit card data remains safe while in your possession. Once a completed work order with credit card information has been returned to EML you must destroy your copy. *Before destroying your copy you should first confirm that it has been received by EML.*

Charge Back & Customer Disputes

In the event of a charge back EML will provide the card issuer and processor with all supporting documents for the charge. In the event that EML loses the charge back dispute and the processed amount is returned to the customer, it becomes the Supplier's responsibility to reimburse EML for the charge amount. Nearly 99% of all cases are found in favor of EML assuming ***the work order was completed in a satisfactory manner. This includes two customer signatures, billable total and all credit card information.***

I AGREE TO THE CREDIT CARD ACCEPTANCE POLICY

Signature: _____

Date: _____



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MOVING EQUIPMENT POLICY

Supplier's for EML are not "helpers" or day labor. Instead, Supplier's are legal businesses that provide expertly insured movers. Professional movers, like any other trade, should have professional moving equipment. While we understand that every move will not require moving equipment it is our policy that we always have specific items available.

Required Equipment

- One hand truck (Box dolly, 2 wheel)
- One floor dolly (Flat, 4 wheel)
- Standard tools (Screwdrivers, hammer, pliers, allen wrenches)

Supplier's are **not** responsible for furniture pads.

Optional Equipment

At the discretion of the company and/or crew you may provide additional supplies or tools as you see fit. Optional equipment that you **are not** required to provide:

- Appliance Dolly
- Shrink Wrap
- Floor Runners / Door Protection
- Moving Supplies / Boxes

Assembly / Dis-Assembly

We require the assembly and/or dis-assembly of standard household items. These typically include:

- Rail or clip in beds
- Mirrors removed from dressers
- Home office desks
- Separating 2pc china cabinets, armoires, etc.
- Removing legs from kitchen or dining room tables.
- Electric Washer/Dryer Hookup/Unhook (*Does not apply to gas appliances*)

Items we **do not** breakdown, dis-assemble or assemble:

- Tanning Beds
- Baby Grand or Grand Pianos
- Gas Appliances
- Cribs
- Pool Tables

I AGREE TO THE MOVING EQUIPMENT POLICY

Signature: _____

Date: _____



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WORK ORDER COMPLETION POLICY

For each move we assign to you we will provide a complete work order. The work order will include all of the necessary job details, billing information, credit card authorization and necessary waivers and exemptions. A completed copy of every work order must be returned to EML within 48 hours of each scheduled move.

Suppliers that fail to return a work order in the specified time frame or fail to complete it in a satisfactory manner risk losing active Supplier status. Credit card payments cannot be processed unless all fields are completed per our requirements.

Successful completion of the work order includes the following:

- Mover names along with their start/end and total time. (*These fields should be rounded to the nearest ¼ hour.*)
- Customer initials next to every waiver/exemption that applies to their move. Some waivers may be applicable only in certain circumstances, it is the supervisors job to ensure that every applicable waiver is initialed. (*Check marks are not valid*)
- If loading, the number of furniture pads provided by the customer must be written in to the correct box.
- Billing and subtotal section. This area provides the customer with their total amount due for the billable hours.
- Customer signature. The signature area on the bottom left of our work order is **always required**.
- For credit card payments, all credit card fields must be completed. This includes the card number, expiration date, CCV number and printed cardholder name. The "Cardholder Signature" line **must be signed**.

EML will provide each Supplier with an overview of work order completion at their request.

I AGREE TO THE WORK ORDER COMPLETION POLICY

Signature: _____

Date: _____

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

| | | |
|---|--|---|
| Print or type See Specific Instructions on page 2. | Name (as shown on your income tax return) | |
| | Business name/disregarded entity name, if different from above | |
| | Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____ | |
| | <input type="checkbox"/> Exempt payee | |
| | Address (number, street, and apt. or suite no.) | Requester's name and address (optional) |
| City, state, and ZIP code | | |
| List account number(s) here (optional) | | |

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

| Social security number | | | | | | | | | |
|------------------------|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | |

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

| Employer identification number | | | | | | | | | |
|--------------------------------|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | |

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

| | | |
|------------------|----------------------------|--------|
| Sign Here | Signature of U.S. person ▶ | Date ▶ |
|------------------|----------------------------|--------|

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

Instructions for Direct Deposit Consent

Complete the EFT Consent Form below to give Elite Moving Labor LLC authorization to deposit payments for services directly into your bank account.

Deposited will be received in you account within one business day of the payment date. Payments made on Friday will not be available until Monday or the next business day.

INFORMATION PROVIDED **MUST** BE IDENTICAL TO THE INFORMATION ON FILE WITH YOUR BANK. EACH ACH PAYMENT RETURNED DUE TO INCORRECT INFORMATION WILL INCUR A FEE OF \$4.50.

Return Completed Forms to:

E-mail: providers@elitemovinglabor.com

Fax: 888-901-4464

If you have any questions contact our Supplier Management department at 888-354-8303 x 400.

Electronic Funds Transfer (EFT) Consent Form

I authorize Elite Moving Labor LLC, all of their subsidiaries, and my designated financial institution to initiate electronic credit entries to my account listed below. I further understand that this authorization will remain in effect until Elite Moving Labor LLC has received written notice for the cancellation of the agreement.

Account Holder Name: _____

Exactly as appears on your bank account statements.

Address On Account: _____

Account Type: Checking or Savings *(Circle One)*

Account Type: Business Account or Personal Account *(Circle One)*

Financial Institution Name: _____

Transit Routing Number: _____

Bank Account Number: _____

Authorized Name: _____ Position: _____

Authorized Signature: _____ Date: _____

Please list at least one email address to send payment information to

Billing Contact

Contact Name: _____ Telephone: _____

Email Address: _____