OFFICE TENDERS, INC., P.O. BOX 113, HOUGHTON, MI 49931

MEMO OF AGREEMENT - SET-UP A NEW COMPANY

COMPLETE Business Name - Include INC, LLC, DBA etc.	
Select for your company:	☐ **In state ONLY** ☐ **Inside and Outside your state**
Complete MAILING Address	
Complete Delivery (UPS) Address *Required for Drug/Alcohol Program*	
Telephone Number – Business	
Telephone Number – Cell	
Telephone Number – Home	
FAX Number	
Email address	
Business OWNER	
Business Secretary or Contact	

CHECK SERVICES THAT YOU AGREE TO HAVE OFFICE TENDERS, INC. PERFORM

Driver Compliance File	☐ **YES -** Set-Up and Maintenance – **DOT REQUIRED**	☐ **NO**
ANY "Seasonal" employees?	☐ **YES**	☐ **NO**
Drug & Alcohol Testing	☐ **YES -** Random Testing – **DOT REQUIRED**	☐ **NO**
Driver Log Auditing	☐ **YES -** *Send logs to Office Tenders, Inc. monthly or bi-monthly.*	☐ **NO**
Fuel Tax Reporting	☐ **YES -** *Send documents AS SOON AS POSSIBLE to avoid state late fees.*	☐ **NO**

For other services, please call (800) 954-3414 or (906) 482-3172

IMPORTANT CLIENT INFORMATION

The Customer recognizes that the law specifically requires the EMPLOYER (Customer) to be responsible for administration of all programs, including completion and maintenance of all files and compliance to all Federal Motor Carrier Safety Regulations. You agree to hold Office Tenders, Inc. harmless for any fines resulting from non-compliance to the Code of Federal Regulations.

Office Tenders provides Department of Transportation (DOT) Compliance Assistance as you have checked above.
- **Office Tenders bills for work once it is completed.**
- **Annual billing for the program(s) you have chosen is done on an annual basis.**
- **You agree to payment terms of NET 10 days from the date of all billing unless other arrangements have been made with Office Tenders, Inc. Late fees will be assessed.**

Renewal is automatic on a yearly basis. WRITTEN NOTICE by U.S. Mail, FAX or Email, by either party, is required for cancellation. Office Tenders, Inc. will cancel services when there are serious problems such as the examples below:
- **Ignore mail, Email or telephone calls from Office Tenders, Inc. –** *Fail to communicate*
- **Ignore quarterly Drug & Alcohol random selections –** *NON-Compliance with Federal Regulations*
- **Failure to pay bills on time**
- **Failure to keep us updated regarding terminated or laid-off employees who are not available for drug/alcohol testing or adding new employees. –** *Failure to communicate*
- **Fail to send us a copy of ALOHOL TESTING proof. –** *Communication failure.*

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A $100 down-payment (deducted from final bill) is required before setting-up a new company.
Payment with a credit card, money order or check is acceptable and eliminates the need for a down-payment.

Company Name:	Office Tenders, Inc.
Signature:	Jim Weiler and Ann Weiler McMahon
DATE:	11/11/2015

FOR DRUG & ALCOHOL PROGRAMS ONLY

If your company is seasonal, we need the estimated dates that drivers are not working – this related directly to drug & alcohol testing.

Estimated Date of Seasonal "Layoff"	Estimated Date of Seasonal "Start-up"

List each driver name and SS#:

FOR DRIVER QUALIFICATION FILES

- **Complete the attached "Driver Data Collection" form for each driver. Make copies as needed. Send to Office Tenders.**

CREDIT CARD INFORMATION (if you prefer, call us with this information):

- **Name as it appears on card:** _____

- **Number:** _____ **Expiration Date:** _____

- **Security Code:** _____ **Discover, Visa, MC, AMEX**

- **Comments**

Phone: (906) 482-3172 - Toll Free: (800) 954-3414 - FAX: (906) 482-3174 - email: amcmahon@pasty.com

→RETURN SIGNED COPY TO OFFICE TENDERS, INC.← Revision 1/30/2013