



Date: March 1, 2005

After reviewing your company file, our records indicate that we need a copy of the following before any checks can be submitted for work performed:

- Subcontractor General Information sheet (form attached)
- Subcontractor Agreement (Form attached)
- Independent Contractor Insurance Certificate (form attached)
- Subcontractor Safety & Wellness Affidavit (form attached)
- W-9 *Please make sure to sign it (form attached)
- Worker's Compensation Coverage Certificate
- Certificate of Insurance:
* All Disaster Services needs to be certificate holder

Please fax a copy of the information needed as checked above to:

216-732-7688

Payment will not be released until these documents are received.

If you have any questions, I can be reached at 216-732- FIRE (3473).

Thank you for your assistance,

William Mangelluzzi
All Disaster Services