

OFFICE TENDERS, P.O. BOX 514, Mohawk, MI 49950

**MEMO OF AGREEMENT****SET-UP A NEW COMPANY**

<b>LEGAL or COMPLETE</b> Business Name - Include INC, LLC, etc.		
Your trucks drive:	<input type="checkbox"/> In state ONLY	<input type="checkbox"/> Inside and Outside your state
Complete MAILING Address		
Complete Delivery (UPS) Address		
Telephone Number – Business		
Telephone Number – Cell		
Telephone Number – Home		
FAX Number		
Email address		
Business OWNER		
Business Secretary or Contact		
<b><u>CHECK SERVICES THAT YOU AGREE TO HAVE OFFICE TENDERS PERFORM</u></b>		
<b>Driver Compliance File</b>	<input type="checkbox"/> YES - Set-Up and Maintenance – <b><u>DOT REQUIRED</u></b>	<input type="checkbox"/> NO
ANY employees "Seasonal"?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>Drug &amp; Alcohol Testing</b>	<input type="checkbox"/> YES - Random Testing – <b><u>DOT REQUIRED</u></b>	<input type="checkbox"/> NO
<b>Driver Log Auditing</b>	<input type="checkbox"/> YES - Send logs to Office Tenders monthly or bi-monthly.	<input type="checkbox"/> NO
<b>Fuel Tax Reporting</b>	<input type="checkbox"/> YES - Send documents AS SOON AS POSSIBLE to avoid state late fees.	<input type="checkbox"/> NO
<b><u>If you are looking for other services, please call.</u></b>		

This agreement with Office Tenders and you, the "Customer", states that Office Tenders will provide Department of Transportation (DOT) Compliance Assistance and Business Services as checked above.

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

This agreement may be amended at any time, in writing, executed between the Customer and Office Tenders.

<b><u>Renewal is automatic on a yearly basis. Written notice, by either party, required for cancellation.</u></b>
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Phone: (906) 337-3750 - Toll Free: (800) 954-3414 - FAX: (906) 482-3174 - email: steve@officetenders.com

**→RETURN SIGNED COPY TO OFFICE TENDERS←**

Revision 8/17/2017

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**Office Tenders requires a \$100 down-payment (deducted from final bill) 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: Steven Johnson	
Signature:	<i>Steven Johnson</i>	
DATE:		

**REQUIRED INFORMATION - FOR DRUG & ALCOHOL PROGRAMS ONLY**

- If your company is seasonal, we must have 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 “**Driver Data Collection**” form for each driver.
  - A copy is attached and may be copied as needed.

**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