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1. Please print form and read carefully.
2. Fill in spaces with information received from service quote.
3. Sign and date at bottom.
4. Fax this document completely filled in and signed to (314) 367-1073. (Please include return fax number)
5. A signed version of this agreement, from Marketcom, will then be faxed back to client as confirmation.

SUBCONTRACTOR AGREEMENT

Marketcom Subcontractor Process Management and Agreement

When Marketcom receives assignment request from client, a Marketcom representative will contract appropriate subcontractor. A Marketcom representative will explain detail of assignment and obtain verbal or written confirmation and agreement from subcontractor to provide services and fee(s) to be paid. Marketcom representative will communicate assignment due date and fulfillment.

Marketcom subcontractor guidelines:

1. All assignment information received by subcontractor is to be kept strictly confidential. Subcontractors are not to divulge any information or assignment content to any business, organization, individual or group.
2. All assignment work is due by set due date. Assignment due dates are provided when subcontractor is offered assignment. Should there be foreseeable problems with meeting due date, subcontractor is required to make known at that time. If assignment is not completed by specified due date, subcontractor fee/rate adjustment may apply.
3. Subcontractor is not to contact Marketcom clients for any reasons, unless otherwise communicated or authorized. If there are questions about assignment, subcontractor is required contact Marketcom.
4. Subcontractor is liable for caused assignment errors. If provided assignment specifications (specs) are not followed completely, subcontractor fee/rate adjustment may apply accordingly. If client requires new or alternate specs, a Marketcom representative will contact and provide subcontractor with new specs and subcontractor is to adjust rate accordingly for time and additional work.
5. Subcontractors are independent from Marketcom. Marketcom does not withhold any taxes or other deductions nor is responsible for subcontractor's equipment, liability or actions. Subcontractor is paid straight fee and is responsible for own associated expenses such as taxes, equipment, maintenance, insurances and other overhead expenses.
6. Subcontractors may not accept assignment(s) independently from any Marketcom client that subcontractor has provided services for a period of six (6) months beginning with last assignment accepted by subcontractor from Marketcom.
7. Subcontractors are paid on agreed time and fee negotiated between Marketcom representative and subcontractor prior to subcontractor assignment acceptance.

The information I have provided to Marketcom is as accurate and complete to my knowledge. I understand that by accepting any assignment from Marketcom, I become an acting subcontractor of Marketcom. With this understanding, I will abide by all subcontractor guidelines, rules and procedures described.

Signature

Date

Print Name

Marketcom Agent

Date

