

Welcome to Doubles

One packet for your contractor file

Please review the complete agreement. Fill only the information you can confirm, check only statements that are true, and sign using your own signature. The original agreement and its exhibits follow this guide.

1 Complete your profile

Use page 2 for contact information and the status of supporting records. No bank numbers or tax IDs belong on the profile.

2 Review and sign the agreement

The agreement keeps its original printed page numbers. Sign the contractor sections on printed pages 14, 21 (Exhibit B), 25 (Exhibit D, if accurate), and 28 (Exhibit E / ACH). Review and complete the applicable acknowledgments.

3 Complete payment and tax information

ACH authorization is already in Exhibit E, printed pages 26-28. Complete the payee, account holder, bank, routing, account and account type fields only in your private copy. Include a voided check, bank letter, or official direct-deposit document. Complete the official W-9 at the end if a current, correct copy is not already on file.

4 Add the supporting records

Provide current guard credentials, applicable insurance certificates and endorsements, and assignment-required training. Tell accounting when and where any item was already provided so it can be located without another copy.

5 Return privately

Use the individual restricted Drive link provided by Accounting. Open the packet in a PDF app with Fill & Sign or digital-signature support, complete the fields, sign and save. Upload the saved copy as a new version of that same Drive file. If this is not available to you, arrange a private office handoff.

Before you sign

Leave company approval fields to Doubles. Exhibit A is completed only for a specific offered assignment with confirmed terms. Notary sections are for an actual notarial process. Do not backdate or sign an incomplete payment authorization.

Your contractor file

Legal name / legal business payee

Business / DBA (if applicable)

Email

Telephone

Emergency contact name

Emergency contact telephone

Requested ACH effective date (Accounting must confirm)

Date completed

Records to locate or provide

List items already submitted, the submission date and channel; then list any missing item and expected date. Include license and insurance expiration dates. Do not enter SSNs, tax IDs, bank numbers or medical information here.

For payment requests

Submit one uniquely numbered invoice with your legal/business name, site, service dates, agreed fee or hours and rate, approved expenses, prior payments or advances, amount due, and the relevant Connecteam work record. Agreed payment terms continue to govern.

Questions: accountant@doublesprotectiveservices.com. Do not email completed banking or tax documents. Keep your completed copy private.