

Forerunner Promotional Partners

Agency Policies

- I understand I am a subcontractor with Forerunner Promotional Partners
- I will invoice Forerunner Promotional Partners for job assignments completed and will be paid within 60 days (if not sooner) from the day office receives invoice
- There is no smoking during work hours
- Any receipts I have will need to be sent with my invoice (with prior approval from Forerunner Promotional Partners)
- I need to contact my manager if any problems arise during job.
- I promise to show up on time and complete hours I am booked for
- I will not discuss my wages with anyone other than Kristin Murphy, and Kevin Kirshner at Forerunner Promotional Partners
- I understand I will not use cell phone during working hours unless on a break
- I understand I will NEVER have visible body piercings or tattoos during work
- I agree to represent the client in a highly professional manner (including but not limited to, no alcohol or drug use)

I agree if my performance is reviewed as unsatisfactory by the client and Forerunner Promotional Partners that I will not be compensated for the promotion

I agree to the above statements and agree to comply with Forerunner Promotional Partners expectations. I understand that by not doing so I may be docked pay and/or lose my active status with Forerunner Promotional Partners

Sub-Contractor Signature _____
Date _____

Forerunner Promotional Partners

_____ Date _____

Forerunner Promotional Partners
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