

BIBLIOTECH CONTRACTOR FORMS & EXPENSE PACKET

BiblioTech Telecommunications LLC | Mississippi

DRAFT FOR ATTORNEY REVIEW — NOT LEGAL ADVICE

A. CONTRACTOR INFORMATION & ONBOARDING FORM

Legal name: _____

Business/DBA name (if any): _____

Address: _____

Phone: _____ Email: _____

SSN/EIN/TIN: _____ W-9 received: Yes / No

Primary project/Prime Contractor: _____

Service territory: _____

Required credential/tech number: _____

Insurance certificate required: Yes / No Received: Yes / No

Bank/payment information received: Yes / No

Start/activation date: _____

B. CONTRACTOR ADVANCE AUTHORIZATION

This form documents a specific repayable Contractor Advance. It does not convert ordinary company-sponsored mobilization expenses into a debt unless expressly identified below.

Contractor: _____

Date: _____

Amount advanced: \$ _____

Purpose: _____

Method of payment: _____

Repayment start: _____

Repayment schedule: _____

Final due date, if any: _____

Outstanding balance after each scheduled payment: _____

Contractor acknowledges receipt/benefit of the amount stated above and agrees that it is a repayable advance subject to the Master Agreement and applicable law.

Contractor signature/date

BiblioTech authorization/date

C. COMPANY PROPERTY / EQUIPMENT CHECKOUT

Property remains BiblioTech property unless a written transfer states otherwise.

Item	Make/Model	Serial #	Condition	Value	Returned

Contractor acknowledges receipt and agrees to return company property promptly upon request or termination, subject to applicable law and the Master Agreement.

Contractor signature/date

BiblioTech representative/date

D. WEEKLY CONTRACTOR SETTLEMENT STATEMENT

Contractor: _____ Week ending: _____

Project/Location: _____ Prime Contractor: _____

Verified production/earnings: \$ _____

Contractor rate schedule amount: \$ _____

Approved adjustments: \$ _____

Repayable advance applied (if legally permitted): \$ _____

Other authorized adjustment: \$ _____

NET PAYMENT: \$ _____

Remaining advance balance: \$ _____

Notes / rejected or pending jobs: _____

Contractor acknowledgment: I have reviewed the above settlement and may identify discrepancies in writing. Signature does not waive rights that cannot legally be waived.

Contractor signature/date

BiblioTech reviewer/date

E. CONTRACTOR EXPENSE REQUEST

Contractor: _____ Date: _____

Project: _____

Expense type: Fuel / Lodging / Tools / Certification / Other

Amount requested: \$ _____

Business purpose: _____

Receipt attached: Yes / No

Pre-approved by: _____ Date: _____

Treatment: Company-sponsored expense / Reimbursement / Repayable advance

Notes: _____

Contractor

BiblioTech approval

F. CONTRACTOR EXIT / PROPERTY RETURN CHECKLIST

☐ Final accepted assignment completed or transitioned

☐ Prime Contractor/customer notified as appropriate

☐ All company property returned

☐ Credentials/access disabled or transferred

☐ Outstanding advance balance calculated

☐ Final production verified

☐ Final settlement prepared

☐ Open customer/property issues documented

☐ Contractor contact/address information confirmed

Final advance balance: \$ _____ Final amount payable to Contractor: \$ _____

Contractor signature/date

BiblioTech representative/date
