

BIBLIOTECH CONTRACTOR ONBOARDING & WEEKLY OPERATIONS SOP

BiblioTech Telecommunications LLC | Mississippi

DRAFT FOR ATTORNEY/CPA REVIEW — OPERATIONAL DOCUMENT

Purpose

Create a repeatable process for recruiting, onboarding, activating, managing, paying, and offboarding BiblioTech field-service contractors while maintaining clear financial and property records.

1. Before Activation

- ☐ Confirm contractor identity and contact information.
- ☐ Obtain completed Form W-9.
- ☐ Confirm required Prime Contractor credentials, background requirements, certifications, and tech number.
- ☐ Execute attorney-approved Master Independent Contractor Agreement.
- ☐ Provide applicable BiblioTech rate schedule.
- ☐ Obtain any required insurance documentation.
- ☐ Establish approved payment method.
- ☐ Record project, location, and Prime Contractor.
- ☐ Identify any company-sponsored mobilization expenses.
- ☐ Identify any separate repayable Contractor Advance in a signed Advance Authorization.

2. Activation

- ☐ Confirm travel/mobilization plan.
- ☐ Track company-paid hotel, fuel, food, and other startup expenses separately from advances.
- ☐ Issue company equipment using Equipment Checkout form.
- ☐ Confirm customer/Prime Contractor system access.
- ☐ Confirm Plume or other platform access where required.
- ☐ Confirm technician is operational before assigning additional discretionary support.

3. Weekly Production & Settlement

- ☐ Receive Prime Contractor production report/payment.
- ☐ Match jobs to technician production.
- ☐ Apply the applicable BiblioTech commercial percentage.
- ☐ Prepare each technician's weekly settlement.

- ☐ Identify rejected, pending, or disputed jobs separately.
- ☐ Apply only documented/authorized adjustments.
- ☐ Pay technicians according to the approved settlement/payment schedule.
- ☐ Record payment date, amount, and payment method.
- ☐ Update each contractor's outstanding advance balance.

4. Cash-Control Rule

Do not treat the full Prime Contractor check as BiblioTech profit. Separate technician amounts payable from BiblioTech revenue and operating expenses in the accounting system. Maintain a weekly reconciliation showing: Prime Contractor funds received → verified technician production → BiblioTech margin → technician payments → adjustments/advances → remaining payable/receivable.

5. Technician Cost-to-Activate

For each new contractor, record mobilization cost by category: travel/fuel, lodging, food, training/onboarding, equipment, credentials, administrative costs, and any separately documented advances. Track these costs even when BiblioTech does not intend to recover them from the contractor. This allows management to calculate acquisition/activation cost and payback period.

6. Offboarding

- ☐ Confirm last date/assignment.
- ☐ Secure company equipment and credentials.
- ☐ Verify final production.
- ☐ Calculate documented outstanding advances.
- ☐ Prepare final settlement.
- ☐ Resolve customer/Prime Contractor issues.
- ☐ Archive W-9, agreement, rate schedules, settlement records, advance forms, and equipment records.

7. CEO Weekly Dashboard

Active contractors: _____

Production by market/project: _____

BiblioTech revenue: _____

Technician payments due: _____

Cash on hand: _____

Outstanding advances: _____

Mobilization/activation costs: _____

Hotel/fuel expenses: _____

Open customer issues: _____

Contractors not yet fully activated: _____

Legal/Classification Control

The company must periodically review whether actual contractor practices remain consistent with independent-contractor status. W-9 forms, 1099 reporting, and contract labels do not by themselves determine classification. Changes in control, scheduling, exclusivity, equipment, reimbursement, training, or the nature of the relationship should be reviewed with qualified counsel/CPA.