**C:\Users\lorri\Documents\Marketing\FINAL-REV-EDC-LOGO.tif**

890 State Road 434 ▪ Suite 2000 ▪ Altamonte Springs, FL 32714

Phone: 407-771-4442 ▪ Fax: 407-771-4452

Dear Service Partner,

Thank you for your interest in working with EDCSG. We are excited to begin working together and growing our businesses together.

Please find enclosed set-up requirements so that you can get set up as a vendor. We would also like you to visit our website www.edcsg.com so that you can view our terms and conditions.

You will be eligible to receive work orders once you meet all our set-up and operational requirements.

Basic set up requirements will be:

1. Completed Vendor Profile
2. W-9
3. Certificate of Insurance (EDCSG named as additionally insured) – General liability and Workers Compensation
4. Applicable license

Service requirements for each job assigned:

* Check in and out – Call, App or IVR, as required
* Before and After pictures
* Client sign off of the job completed
* Itemized invoice received within 5 days from service

EDCSG appreciates all our service partners and look forward to growing our businesses together!

Sincerely,

Mitch Florer

VP Operations

EDC Facilities Maintenance, LLC