

STANDARD CONTRACTOR PAYMENT AGREEMENT ("PAID ON TIME")
Consultant - Corporation to Corporation

Please return the following to your American Partners, Inc. Representative:

- Return Contract signed and dated, we will return a fully executed copy to you
- Return W9 form with valid Employer Identification Number
- Return the completed *AUTHORIZATION AGREEMENT FOR ELECTRONIC FUNDS PAYMENTS* to expedite payments as oppose to having check mailed (*please note that ACH payments may take up to 3 days for deposit into your account from time of initiation*)

Weekly/Monthly Requirements:

Please send the timesheets/expense reports and receipts by 12:00 pm on Monday of each week via fax 401-633-7161 or email to time@americanpartnersinc.com

- Send weekly timesheets signed and approved by manager **Late timesheets will delay invoice payment**
- Send weekly expense forms signed and approved by manager with copies of all receipts to include food, hotel, car rental, etc. (exceptions are to be discussed with an American Partners Inc. representative) - **Do not submit a per diem unless you are told per diem is allowed by your American Partners, Inc. representative**
- When there will be a delay, please communicate it to your American Partners, Inc. Representative
- Send one invoice per month for hours by the **5th** day following month end to Accounting. Invoices should be submitted using **ONE** of the following methods: fax to 401-633-7161 or email to accounts@americanpartnersinc.com. ***Please do not send duplicate invoices**
- When sending invoices, **please include your name** & corporation name on the invoice
- To ensure payment for all hours, adhere to any hour caps in this contract. Any deviations need prior approval from an American Partners, Inc. Representative.

Provided the above instructions are followed. Payments for all approved hours will be initiated on the 14th day of the following month. If the 14th day falls on a weekend, payments will be initiated on the prior Friday. **Depending on the financial institution that is receiving the payment, it may take 24 to 48 hours to post to the account.**

The above has been reviewed and discussed between myself and the American Partners, Inc. representative:

Tom Leonard, Director of Business Development
American Partners, Inc.

Date

Print Name: _____

Date

Company Name: _____