

# ELITE TRANSPORTATION

## AFFILIATE INFORMATION

Affiliate/Contractor Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Office #: \_\_\_\_\_ Fax #: \_\_\_\_\_

800#: \_\_\_\_\_ Emergency #: \_\_\_\_\_

Federal Tax ID #: \_\_\_\_\_

Web Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

TITLE	NAME	EMAIL ADDRESS	DIRECT CONTACT NUMBER
President			
General Manager			
Operations Manager			
Account Manager			
Dispatch Manager			
Reservations Manager			
Affiliate Manager			



**VENDOR AGREEMENT**

**COMPLIANCE CERTIFICATE**

This is to certify that I, \_\_\_\_\_, as the owner of and/or manager of ground transportation service provider, have instituted and maintain the following safety and security measures within the business:

1. Company has and will maintain the necessary operating permits. Including city, state and airport (which are applicable in the local market), to operate in the markets the company serves.
2. Company have a chauffeur screening process for all employee and contact chauffeurs that include
  - Background checks required by governing authority
  - Annual Drug testing; and
  - Annual motor vehicle registration updates as well as chauffeur MVR records
3. Company has and maintains at list \$5million of Auto/liability Insurance on each vehicle. Company will list Elite Limousine Service, Inc/Elite Transportation as additional insured with the companies insurance and will send Elite Limousine Service, Inc. insurance certificate as well as insurance declaration page to keep on file.
4. Company has and maintains a fleet maintenance program that ensures vehicles are safe and secure.

\_\_\_\_\_  
Signature and Title of Company Officer

\_\_\_\_\_  
Employee ID#

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Company Fax

\_\_\_\_\_  
Company Address

# ELITE TRANSPORTATION

- 1) **Insurance**: Service Providers shall at all times maintain in effect the following insurance coverage:
  - a) Comprehensive General Liability Insurance with a per occurrence limit of not less than \$1,000,000.00 covering bodily injury, property damage, contractual liability, and personal and advertising injury;
  - b) Automobile Liability Insurance for all owned, hired and non-owned vehicles with a combined single limit of not less than \$4,000,000.00 for all vehicles.
  - c) Workers Compensation Insurance: Service Provider, at its expense shall maintain workers compensation insurance covering all liabilities of employer under compliance with all applicable state and federal statutes and regulations, and Commercial Worker's Compensation Insurance in all jurisdictions where coverage is not mandated by state and regulation; and
  - d) Compulsory/Mandatory Insurances (uninsured and underinsured motorist coverage, personal injury protection, medical payments coverage, etc.) in compliance with all applicable state and federal statutes and regulations.
- 2) **Hold Harmless: Labor Laws**- Service Provider shall be responsible for compliance with all applicable local, state and federal, or international labor laws with respect to its employees. Service provider shall indemnify, defend and hold Elite Limousine Service, Inc./Elite Transportation harmless from all claims, investigations, and suits, with respect to any alleged or actual violation of local, state, federal and international labor laws resulting from or arising out of any act of failure to act b Service Provider. Service Provider's obligation with respect to any such violations shall include payment of all settlements, judgements, damages, liquidated damages, penalties, forfeitures, back pay awards, court costs, litigation expenses, and attorney fee's.
- 3) **Control Over Employees and Vehicles**: In performing Services hereunder, Service Provider shall have sole and exclusive control over the persons and vehicles performing the Services and shall exercise such control in a responsible manner.
- 4) **Background Checks**: Service Provider agrees that before any person performs Services on behalf of Service Provider, Service Provider will conduct background check on such person, including, without limitation, criminal history check, credit history check, motor vehicle check, drug testing, verification of personal information, and verification of legal right to work status. The purpose of such background checks is to verify that all persons performing Services under Agreement do not have a history of activity that would make them unsuitable to perform such

# ELITE TRANSPORTATION

Services. The results of background checks shall be provided to Elite Limousine Service, Inc./Elite Transportation at any time at its request. Service Provider agrees to repeat such background checks on at least an annual basis. In addition, Service Provider shall provide Elite Limousine Service, Inc./Elite Transportation at its request, personal information regarding the persons it employs or retains to perform Services on behalf of Service Provider so that Elite Limousine Service, Inc./Elite Transportation may, at its option, conduct its own background checks. Service Provider shall require each person performing Services on behalf of Service Provider to consent to the transmission of such person's personal information to Elite Limousine Service, Inc./Elite Transportation as described in this paragraph.

5) Invoicing, Collection and Payment of Service Providers Fee's: Service Provider shall bill Elite Limousine Service, Inc./Elite Transportation daily for all Services provided during the previous day via [reservations@elitelimoinc.com](mailto:reservations@elitelimoinc.com). Elite Limousine Service, Inc./Elite Transportation shall pay Service Provider per trip fees based on rates schedule set forth on Exhibit A (**Per Trip Fee's**) for Services provided by Service Provider hereunder within 30 business days following the end of the month during which the Services were provided, that Elite Limousine Service, Inc./Elite Transportation shall be obligated to only pay minimum charges applicable to any Service provided by Service Provider if the daily trip details are received by Elite Limousine Service, Inc./Elite Transportation more than 24 hours after the Service was provided. Notwithstanding the foregoing, appropriate adjustments shall be made in amounts owed to Service Provider by Elite Limousine Service, Inc./Elite Transportation in the event Elite Limousine Service, Inc./Elite Transportation in its sole but reasonable DISCRETION, that Service Provider is responsible for any customer complaints for which Elite Limousine Service, Inc./Elite Transportation issues rebates or credits or reimburses a customer for other travel related expenses. Service Provider shall promptly reimburse Elite Limousine Service, Inc./Elite Transportation.

**Service Provider and Elite Limousine Service, Inc./Elite Transportation hereby agree that the amount of Service Provider's Per Trip fees shall not be discussed with passengers or clients of Elite Limousine Service, Inc./Elite Transportation. All fee's shall remain confidential and shall not be disclosed to any third parties, including, without limitation, to customers.**

7) Relationship with Elite Limousine Service, Inc./Elite Transportation: The relationship between Elite Limousine Service, Inc./Elite Transportation and Service Provider is one of principal and independent contractor, respectively: neither Service Provider nor its personnel, agents, employees, officers, directors or vendors shall be deemed employees or agents of Elite Limousine Service, Inc./Elite Transportation. Service Provider shall hire and employ, in its sole but reasonable discretion and at its sole expense, any agents, representatives or employees that it deems reasonable necessary for the proper performance of its duties under this Agreement. No

# ELITE TRANSPORTATION

agency or fiduciary relationship is being created or intended hereunder, and the existence of any such relationship is expressly disclaimed. Elite Limousine Service, Inc./Elite Transportation shall not be responsible for any costs or claims incurred or losses suffered by Service Provider in the performance of Service.

8) **Indemnification:** Service Provider shall defend and indemnify Elite Limousine Service, Inc./Elite Transportation and its members, managers, officers, employees, agents, vendors and other service providers (collectively, the “**Indemnified Parties**”) and hold them harmless from and against any and all claims and liabilities of any nature, causes of action, losses, damages, or expenses (including reasonable attorney fee’s) arising from, relating to, or incurred as a consequence of (a) the acts of omissions of Service Provider or any employees, including Personnel, or any Subcontractor (as defined in Section 9(b) below), or (b) the breach of Service Provider of any of its representation, warranties, covenants and agreements herein. The Indemnified Party shall give Service Provider notice of any claim or threatened claim which is subject to Service Provider’s obligation of indemnification hereunder, and shall permit Service Provider to participate in the conduct of the defense and settlement of such claim through counsel of its own choosing and at its own expense, provided that any failure on the Indemnified Party’s part to provide such notice or permit such participation shall not relieve Service Provider of its obligation to indemnify the Indemnified Party hereunder if Service Provider was not materially prejudiced by such failure. In connection with any such claim, the Indemnified Party shall furnish Service Provider with all information or any other assistance requested by Service Provider that is reasonably necessary to conduct the defense or settlement thereof. Each Indemnified Party who is not a party to this Agreement shall be a third-party beneficiary of this Section 8 and shall be entitled to rely on it the same extent as if Service Provider had agreed directly with such Indemnified Party to so defend and indemnify such Indemnified Party.

9) Assignment and Subcontracting:

a) The rights and obligations of Service Provider may not be assigned or subcontracted without the prior written consent of Elite Limousine Service, Inc./Elite Transportation with consent from Elite Limousine Service, Inc. may withhold in its sole discretion.

b) In the event the Service Provider desires to subcontract out Services to a third part (a “SUBCONTRACTOR”), Service Provider must give Elite Limousine Service, Inc./Elite Transportation written notice of such desire. Such written notice must include the name, address and telephone number of an authorized representative of the proposed subcontractor and the Services to be subcontracted out. Within five (5) business days of receipt of such notice, Elite Limousine Service, Inc./Elite Transportation shall notify Service Provider if elects to (a) not permit Service Provider to subcontract out Services to the proposed Subcontractor, or (b) to permit Service Provider to subcontract out Services to the proposed Subcontractor, which approval is

# ELITE TRANSPORTATION

predicated on the assumption by sub proposed Subcontractor of the obligations of Service Provider associated with the Services. In the event Elite Limousine Service, Inc./Elite Transportation shall fail to be notify Service Provider in writing of such election within said five business day period, Elite Limousine Service, Inc./Elite Transportation shall be deemed to have elected (a) above. Any profit inuring to the benefit of Service Provider as a result of Subcontracting out Services shall be divided equally between Service Provider and Elite Limousine Service, Inc./Elite Transportation. For purposes of this Section 8, the term “profit” shall mean the economic benefit received by Service Provider as a result of subcontracting out Services in excess of the economic obligations of Elite Limousine Service, Inc./Elite Transportation. Consent by Elite Limousine Service, Inc./Elite Transportation to one or more subcontractors shall not operate as a waiver of Elite Limousine Service, Inc./Elite Transportation rights with respect to subsequent subcontractors. **Notwithstanding any subcontract, Service Porvider shall at all times remain fully responsible and liable for compliance with all Service Provider obligations hereunder.**

c) Elite Limousine Service, Inc./Elite Transportation may assign its rights and obligations hereunder to any corporation or other entity which controls, is controlled by or is under common control with Elite Limousine Service, Inc./Elite Transportation or to any person succeeding to substantially all of Elite Limousine Service, Inc.’s Network, provided that the assignee agrees in writing to assume all obligations of Elite Limousine Service, Inc./Elite Transportation, hereunder. In the event of assignment by Elite Limousine Service, Inc./Elite Transportation of its rights and obligations hereunder. Elite Limousine Service, Inc./Elite Transprtation shall be released from any obligations hereunder.

10) **Compliance with Laws:** Service Provider shall at all times comply with applicable international, federal, state and local laws, or regulations, including the regulations of any regulatory or trade bodies having jurisdiction over or applicable to Service Provider, its vehicles, equipment, employees and Services to be provided hereunder and other matters covered by this. Agreement. This Agreement shall be interpreted, enforced and governed under the laws of the State of Colorado with regards to conflict of laws principles.

11) **Compliance Certificate:** Service Provider shall execute and deliver with Agreement a fully-executed Compliance Certificate, attached to this Agreement.

12) **Confidentially:**

a) Service Provider acknowledges that the client list, trip tickets, computer database of Elite Limousine Service, Inc./Elite Transportation, reservations, sales training and handbooks, training manuals and techniques, and other similar documents and information (hereafter “**Elite Limousine Service, Inc./Elite Transportation Proprietary Information**”), are confidential and

# ELITE TRANSPORTATION

proprietary to Elite Limousine Service, Inc./Elite Transportation and considered by Elite Limousine Service, Inc./Elite Transportation to constitute trade secrets. In addition, in providing Services under this Agreement, Service Provider will learn from customers about their upcoming needs, their particular likes and dislikes, the degree of difficulty in meeting their requirements, their particular whims and fancies and other characteristics while developing friendly business and personal contacts with Elite Limousine Service, Inc./Elite Transportation's customers/clients. Such information regarding the private details of Elite Limousine Service, Inc./Elite Transportation customers/clientele shall constitute trade secrets and confidential information of Elite Limousine Service, Inc./Elite Transportation and therefore Elite Limousine Service, Inc./Elite Transportation is Proprietary Information. In providing Services, Service Provider may also learn trade secrets and other confidential or proprietary information of Elite's customers/clientele (hereafter, "**Customer Proprietary Information**"). Elite Limousine Service, Inc./Elite Transportation will place its trust and confidence in Service Provider as will Elite Limousine Service, Inc./Elite Transportation's customer/clientele. These good, close, personal ties are developed through the acquisition of the trade secrets of Elite Limousine Service, Inc./Elite Transportation.

b) Covenants not to Disclose Trade Secrets or to Compete- Service Provider agrees not to, at any time, including following the termination of its relationship with Elite Limousine Service, Inc./Elite Transportation for any reason, directly or indirectly (i) divulge Elite Limousine Service, Inc./Elite Transportation Proprietary Information; (ii) use Elite Limousine Service, Inc./Elite Transportation Proprietary information for the benefit of Service Provider or any third-party without the prior written consent of Elite Limousine Service, Inc./Elite Transportation; (iii) use Elite Limousine Service, Inc./Elite Transportation Proprietary Information for any purpose other than as explicitly provided in this Agreement, including without limitation of soliciting business of any client Elite Limousine Service, Inc./Elite Transportation for the benefit of Service Provider or any other ground transportation services; (iv) divulge Customer Proprietary Information; (v) use Customer Proprietary Information for benefit of Service Provider or any third-party; or (vi) use Customer Proprietary Information for any purpose other than as explicitly provided in this Agreement.

c) Agreement Not to Solicit Employees of Elite Limousine Service, Inc./Elite Transportation. - Service Provider agrees that it will not attempt in any way, shape or form to entice Elite Limousine Service, Inc./Elite Transportation employees to leave employ to join another competitor(s) or to have them enter Service Provider's own employ up to and including one year from the time of termination of Service Provider's relationship with Elite Limousine Service, Inc./Elite Transportation. During such period, Service Provider further agrees not to solicit, either directly or indirectly, any current vendor, supplier or independent contractor of Elite Limousine Service, Inc./Elite Transportation for the purposes of encouraging such vendor,



# ELITE TRANSPORTATION

supplier, independent contractor of Elite Limousine Service, Inc./Elite Transportation or to adversely change the terms under which such current vendor, supplier, or independent contractor provides such products and/or services.

e) Service Provider represents that in entering into this Agreement with Elite Limousine Service, Inc./Elite Transportation, Service Provider is violating any obligation owed to any third party, including without limitation any former employer or hiring party.

f) Elite Limousine Service, Inc./Elite Transportation may enforce this paragraph by a suit of injunctive relief and/or an action for damages.

13) Referral Allocation: Elite Limousine Service, Inc./Elite Transportation retains the right to allocate work per its discretion. Elite Limousine Service, Inc./Elite Transportation reserves the right to retain the services of other ground transportation providers in the Market Area. The decision of which limousine and ground transportation service provider will provide Services shall be determined by Elite Limousine Service, Inc./Elite Transportation in its sole discretion. Service performance, pricing, equipment age/codition, and policy compliance may result in an increase or decrease in referrals. Service Provider acknowledges and agrees that Elite Limousine Service, Inc./Elite Transportation does not guarantee the referral of any Service to Service Provider.

# ELITE TRANSPORTATION

## **RATE INFORMATION:**

After having been approved as an Elite Limousine Service, Inc./Elite Transportation Affiliate, pertinent company information is entered into our computer system, such as rate information, vehicle listing, and contact persons. The rate information is entered in order to provide proper rates for each transfer. On occasion, reservationists may call to re verify rates.

Please provide the following:

We need a total breakdown of your flat rate and hourly rate schedules..

Please attach your rate information to this contract.

# ELITE TRANSPORTATION

## **NEW RESERVATIONS, CHANGES, CANCELLATIONS & POLICIES:**

Reservations booked in our system will automatically email to you.

Please confirm as soon as you receive the request.

### **CHANGES**

Requests for reservation change will automatically email to you as an **UPDATED RESERVATION**. Please look at and confirm via email or office once received.

### **CANCELLATIONS:**

When a cancellation is completed in our system it will automatically email you as **CANCELLATION**. Upon receipt of the cancellation Notice you will need to call our office and confirm receipt of the cancellation. Elite Limousine Service, Inc has a 4 hour cancellation policy. If any reservation is cancelled in less than 4 hour it is billable and considered a **LATE CANCEL**.

### **POLICIES:**

New reservations without notice, will be booked at only if Service Provider is able to accommodate last minute.

### **NO SHOW POLICY:**

A **NO SHOW** is defined as: **ANY** trip given to a chauffeur, where no contact is or can be accomplished with passenger and chauffeur waits. A **NO SHOW** is billable to the client and payable to **SERVICE PROVIDER** if the following conditions are met:

a) the Chauffeur waits a full 60 minutes on a domestic arrival 90 minutes on international arrivals on location at an airport.

b) The Chauffeur waits a full 30 minutes on location at a pickup location or corporate office other than those listed in item "A" above;

c) Or, the Chauffeur is released by Elite Limousine Service, Inc./Elite Transportation dispatch.

**NO SHOWS** are billable trips at a discounted rate based on contracted minimums.

*\*\* All Affiliates must notify Elite Limousine Service, Inc./Elite Transportation within 15 minutes of no client contact.*

## PROCEDURES FOR ALL ELITE TRANSFERS

- A) Your office must be accessible by phone/fax 24 hours a day 7 days a week
- B) Chauffeurs must be 25 minutes early to all pickups, please have Chauffeur wait at car but inform Elite that they are on location. We need Chauffeurs details 24 hours in advance if possible.
- C) Chauffeurs must meet the client in the designated meeting areas at Airports with a preprinted sign showing: ELITE LIMOUSINE SERVICE, INC. and with passenger's surname below
- D) Chauffeurs must map out the route before the pickup and have a good working knowledge of where they are going to be dropping passengers off or pick up passengers.
- E) If the chauffeur cannot locate the client, your office /chauffeur must contact Elite Limousine Service immediately at (888) 216-7328. You are not to release Chauffeur until we are informed and we will advise when to release the chauffeur.
- F) Arriving flights must be updated to ensure the Chauffeur arrives at the proper time or in case of a cancelled flight Chauffeur is to contact Elite Limousine Service, Inc. immediately. Delayed or cancelled flights may not be billable if cancelled prior to when pickup was to occur. Delayed and cancelled commercial flights are trackable and need to be monitored at all times.
- G) If any problem arise (chauffeur is going to be late, cannot find address, or incorrect flight information) your office must contact Elite immediately to advise.
- H) All Chauffeurs and or dispatch must call Elite ASAP in the event of a late pickup, late cancel, no show/no client contact made within 15 minutes and/or accident or any additional incidents (missed placed bags or bags left in vehicle).
- I) **If a client requests a business card, Chauffeur must issue them an Elite Business card.** If you are out please you are out of cards at that time but you will have the office call them so they have our number. Please do not hand out your company cards that is immediate grounds for dismissal of Agreement.
- J) The Chauffeur is never to discuss rates with passengers. If the passenger questions or asks, Chauffeur is to advise guest to call Elite Limousine Service, Inc.

# ELITE TRANSPORTATION

K) If the client tried to book or change a reservation with Chauffeur, the Chauffeur is not to take the information have them call our dispatch right away as we will speak to client directly. Our office number is 888-216-7328.

L) Chauffeurs is never to issue a receipt. Chauffeurs are never to charge clients credit card or ask for payment. All billing goes through Service Provider to Elite Limousine Service, Inc.

M) Please note, if there are any additional charges, i.e. wait time because they stopped for grocery, extra stops, etc, you must contact Elite Limousine Service immediately and let dispatch know how long passengers made Chauffeur wait.

N) The Chauffeur is Never to accept any form of payment in the car. All bookings are to be direct billed to Elite Limousine Service, Inc. and billed at the agreed upon rates.

O) Elite Limousine Service, Inc. allows 25 minute grace period for our customers at no additional charge. Chauffeurs if picking up in the Mountains need to allow a minimum for 4 hours to be at their directed spot time. With construction at the twin tunnels and weather appropriate time needs to be given to make pickup times and staging times so guests are not delayed or worse miss their flights.

P) It is the Chauffeur's responsibility to check the vehicle for all items and make sure they are given to guest at exist of vehicle. If something is left in car the chauffeur is responsible to get it back to the guest immediately and Elite Limousine Service, Inc. will not be charged additional fee's. Chauffeurs need to remember to open topper and confirm items have been removed as well as check between seats and compartments.

Q) No vehicle substitutions are allowed without Elite Limousine Services written consent.

R) Late night surcharges may only apply between 2am and 4am. And a max of \$25.00.



## **WHEN WE NEED TO RECEIVE TIME AND CHARGES**

To ensure prompt and accurate payment your itemized “Final times and Charges” must be submitted within 24 hours of the trip completion. Elite Limousine Service, Inc. is contractually bound by client agreements to submit and post charges for trips within the above-hour timeframe otherwise they will not authorize payment.

Please submit time and charges via email to [info@elitelimoinc.com](mailto:info@elitelimoinc.com) or fax to 970-328-0922.

For questions or assistance please call Elite Limousine Service, Inc. Team at 970-328-3609.

# ELITE TRANSPORTATION

## ***AFFILIATE CONFIDENTIALITY AGREEMENT:***

*This Affiliate Confidentiality Agreement (the "AGREEMENT") is made between \_\_\_\_\_, ("AFFILIATE") and Elite Limousine Service, Inc./Elite Transportation on \_\_\_\_\_, 20\_\_.*

*AFFILIATE will perform services for Elite Limousine Service, Inc./Elite Transportation which may require Elite Limousine Service Inc./Elite Transportation to disclose confidential and proprietary information("Confidential Information") to AFFILIATE. (Confidential Information is any information of any kind, nature, or description concerning any matters affecting or relating to Affiliate's services for Elite Limousine Service, Inc./Elite Transportation the business or operations of services, contracts, plans, processes or other data of Elite Limousine Service, Inc./Elite Transportation) Accordingly, to protect Elite Limousine Service, Inc./Elite Transportation and the Confidential Information that will be disclosed to AFFILIATE, the AFFILIATE agrees as follows:*

*A) AFFILIATE will hold the Confidential Information received from Elite Limousine Service, Inc./Elite Transportation and its clients in strict confidence and shall exercise a reasonable degree of care to prevent disclosure to others.*

*B) AFFILIATE will not disclose or divulge either directly or indirectly the Confidential Information to others unless first authorized to do so in writing by Elite Limousine Service, Inc./Elite Transportation*

*C) AFFILIATE will not reproduce the Confidential Information nor use this information commercially or for any purpose other than the performance of his/her duties for Elite Limousine Service, Inc./Elite Transportation.*

*D) AFFILIATE will, upon the request or upon termination of his/her relationship with Elite Limousine Service, Inc./Elite Transportation deliver to Elite Limousine Service, Inc./Elite Transportation all Confidential Information(regardless of the media in which stored) and all copies thereof, together with all equipment and materials received from Elite Limousine Service, Inc./Elite Transportation or originating from Affiliate's activities for Elite Limousine Service, Inc./Elite Transportation.*

*E) Elite Limousine Service, Inc./Elite Transportation shall have the sole right to determine the treatment of any information that is received from AFFILIATE, including the right to keep the same as a trade secret, to use and disclose the same without prior patent, trademark or other intellectual property registrations in its own name or to follow any other procedure as Elite Limousine Service, Inc./Elite Transportation may deem appropriate.*

# ELITE TRANSPORTATION

A waiver by any party hereto of a breach hereof shall not be deemed to be a waiver of any subsequent breach, whether similar or not. The invalidity or unenforceability of any other provision hereof.

If a judicial determination is made that any term or provision herein constitutes an unreasonable or otherwise unenforceable restriction against Affiliate, such term or provision shall be enforceable to the maximum extent under applicable law, and the offensive term or provision shall be rendered void only to the extent that such judicial determination finds such term or provision to be unreasonable or otherwise unenforceable.

This Agreement is intended by the parties hereto to be the final expression of their agreement with respect to the subject matter hereof and is the complete and exclusive statement of the terms thereof, notwithstanding any representations, statements or agreements to the contrary heretofore made.

This Agreement may be modified only by written instrument signed by each of the parties hereto.

Signing below signifies that the AFFILIATE agrees to the terms and conditions of the Agreement stated above.

Elite Limousine Service, Inc.  
Elite Transportation

AFFILIATE

By: \_\_\_\_\_

Mechelle Cappel

Printed Name

Founder/CEO

Title

PO Box 2047

Business Address

Eagle, CO 81631

City, State & Zip Code

By: \_\_\_\_\_

Printed Name

Title

Business Address

City, State & Zip Code