



Knoxville Office
 608 Mabry Hood Rd. Suite 100
 Knoxville, TN 37932
 Tel: 323.771.2098
 www.signresource.com

Date:

Ref: Federal Tax I.D. Number

Company Name

Address

City

State & Zip Code

In order to comply with IRS regulations, we must ensure that we have a Social Security number for all individuals, and a Federal ID number for all corporate entities listed in our vendor files. Our records show that we do not have a current copy on file, and need this form returned as soon as possible in order to keep your account active.

Please indicate the proper classification of your operation by completing one of the sections below, and provide the appropriate information.

<input type="checkbox"/>	Corporation	Federal ID # _____	(00)
<input type="checkbox"/>	Individual/Sole Proprietorship		
	Individual's Name _____		
	Business/Trade Name _____	(Provide individual and business name)	
	Social Security #: _____		
	Please be sure that the "individual's name" matches the information provided when filing you your Federal Income Tax Return (Form 1040)		(0)
<input type="checkbox"/>	Other:	Federal ID#: _____	
	Type of Entity: _____	(i.e. Partnership, Govt. Agency, Not-for-Profit) (03)	

Please return this completed form to the address above or fax to 865-947-8405. Failure to provide this information will require us to withhold 31% of all payments made to you for income tax purposes.

Thank you for your cooperation:

I certify under penalty of perjury that the Tax Identification number I have provided is correct and I am a U.S. Person.

SIGNATURE by U.S. Person: _____ DATE: _____

TITLE: _____ PHONE: _____



Knoxville Office
701 Scarboro Road, Suite 230
Oak Ridge, TN 37830
Tel: 323.771.2098
www.signresource.com

MINIMUM SAFETY REQUIREMENTS

As an installation sub-contractor for SignResource, you are required to maintain an ongoing safety program. This memo is to outline some minimum safety requirements. You are completely responsible for safety on site.

Prior to beginning any **SignResource** project, all contractors should hold a safety meeting between management and the workman assigned. The agenda should address all **OSHA** requirements for workplace safety.

Sign Installers & Contractors should especially give emphasis to the following requirements: (The scope of your work will vary, items pertain where applicable.)

- 1). Any hydraulic equipment shall be checked daily for hydraulic leaks, defective valves and bent cylinder tubes. Any items noted shall be repaired prior to operation.
- 2). All lifting cables, slings, chokers and webs shall be inspected for broken strands, kinks, corrosion and loose bindings prior to use. Sheaves, blocks and pulleys will be inspected for worn shafts, hooks and cracked or chipped sheave grooves. Any item displaying one of these characteristics will be discarded and replaced. All hooks will require a functional safety latch.
- 3). All outriggers will be inspected for proper function and will be deployed prior to beginning any lift.
- 4). Safety harnesses and lines will be inspected for defects prior to use and replaced if found defective. These devices must be worn, and properly rigged prior to beginning any personnel lifts.
- 5). All staging will be set up, tied off and inspected by a qualified staging rigger prior to beginning any lifts.
- 6). Public access areas underneath overhead work areas will be cordoned off, safety netting will be installed overhead and site access limited to those necessary for execution of the work.
- 7). Any personnel or visitors to the site will be given thorough safety instructions prior to admission to the site.

These are but a few of the basic safety concepts. Additionally, there may be safety requirements instituted by our mutual customer. The OSHA guidelines will be your primary requirement. If at any time the requirements of **SignResource**, the customer or **OSHA** are not consistent, the most stringent requirement will prevail. Safety for your workman as well as the general public is the most important aspect of the work. **All requirements must be adhered to without exception.**

Accepted

Date

Title (Company Officer)

Company Name



Knoxville Office
701 Scarboro Road, Suite 230
Oak Ridge, TN 37830
Tel: 323.771.2098
www.signresource.com

SUPPLIER AGREEMENT

As a supplier to SignResource Inc. or one of its affiliates ("the Company"), ("the Supplier") recognizes that the Supplier or its employees may be entrusted with trade secrets and confidential or proprietary information developed by the Company. Examples of this proprietary information include, without limitation, cost and pricing data, customer specifications and requirements, analyses of competitive products, systems and processes and the like. During the course of the Supplier's relationship with the Company or at any time thereafter, regardless of the reasons the Company and the Supplier may cease doing business, the Supplier agrees not to use or disclose, directly or indirectly, any of this proprietary information except as permitted by the Company, and agrees to use its best efforts to prevent its agents or employees from using or disclosing any such information. Moreover, the Supplier agrees to promptly inform the Company in writing if the Supplier or any employee or agent of the Supplier uses or learns of the use or disclosure by others of this proprietary information.

The Supplier agrees that during the term of the business relationship between the Supplier and the Company and for a period of twenty-four (24) months following receipt of any payment from the Company, the Supplier will not, directly or indirectly, hire, attempt to hire, or assist someone else to hire any person employed by or who acted as a consultant for the Company.

The Supplier represents that it maintains comprehensive hiring policies and procedures which include, among other things, a background check for criminal convictions, drug testing and confirmation that Supplier's employees, representatives and subcontractors are authorized to work in the United States, all to the extent permitted by law. Supplier further represents that through its hiring policies and procedures including background checks, it endeavors to hire the best candidates with appropriate character, disposition, and honesty. Supplier shall not knowingly or negligently permit an employee, representative, or subcontractor to perform work relating to a Company project when such employee, representative or subcontractor: (a) has been convicted of a crime or has agreed to or entered into a pretrial diversion or similar program in connection with: (i) a dishonest act or a breach of trust, as set forth in Section 19 of the Federal Deposit Insurance Act, 12 U.S.C. 1829(a); or (ii) a felony; or (b) uses illegal drugs.

The Supplier further agrees that during the term of the business relationship between the Supplier and the Company and for a period of twenty-four (24) months following receipt of any payment from the Company, the Supplier and its employees and representatives will not, on behalf of anyone other than the Company, directly or indirectly, sell any product, component, or service competitive with the Company's offering to any customer or potential customer which the Company submitted or prepared bids for, worked with, or sold to, or for whom the Supplier's products, components, or services were utilized, or sell to any third party for resale to any such customer or potential customer, except for those customers listed on Attachment A.

The Supplier represents and acknowledges to the Company that the scope and duration of the restrictions stated above on the activities in which the Supplier may engage during or after termination of its relationship with the Company are reasonable and that, despite such restrictions, the Supplier will be able to carry out its business in the marketplace. The Supplier acknowledges that if the Supplier breaches this agreement, damages would be an inadequate remedy for the Company and that upon any such breach the Company shall be entitled to enforce the terms of this agreement by temporary or permanent injunction or mandatory relief without the necessity of providing damages or posting bond or other security, and without prejudice to any other rights or remedies available at law or in equity.

For the Supplier:

For the Company:
SignResource Inc.

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____