

Addendum A

REQUIREMENTS CHECKLIST

This Addendum, made part of the Independent Contractor Agreement between Global Success Team, Inc and Stephen Otero signed and dated _____, ____ outlines the further Agreement between the two Parties.

PAYMENT: Sign up for PayPal. This is the preferred payment method.

Your payment will be deposited to your PayPal on or before the 5th of each month.

At your request, during your 1st two months, Employer may pay twice monthly; in which case, your invoice will be tendered on the 15th and last day of the month and paid within 5 days.

All Monthly Payment Invoices will be sent to _____ within 2 days of the close of the month. Funds will be placed in PayPal not later than the 5th day of the following month.

At the end of November each year, you will send a 2nd Invoice for the 13th month, pro-rated based on your employment during the current year. (ie. If you worked 6 months, send an invoice for 6/12th of your monthly payroll).

EQUIPMENT: You will provide your own working Computer and high speed internet access (above 4mbs).

You have stated that you have current versions of the following programs:

Microsoft Office (Word, Excel, and Powerpoint), Photoshop

Other required programs may be provided by Employer.

DOWNLOAD TIME PROOF: You are **required** to install Time Proof on any computer used in your daily work.

Download at [_____](#). Be sure to read the accompanying information and learn how it functions.

Turn on Time Proof when you begin your work day. Turn it off when your work day is complete. If Time Proof is not turned on during the normal work period, it will be assumed that you are not working.

WORK ASSIGNMENTS: Larger projects and required Training Programs will be assigned through My Project Plans. Your name and e-mail will be added to any project to which you are assigned. You are only required to complete assigned training. Once assigned, you will add to your daily assignment list.

Shorter Term Projects will be handled by e-mail request, Jing Recording, or SKYPE. Please **ACKNOWLEDGE EACH TASK** by reply to the author.

If available in your area, it is requested that you have GLOBE phone or a Globe Phone SIM CARD available at your Morning Check-in Call. Most calls will occur on SKYPE, but in the event of a power outage or other issues, we need to be able to connect on Globe. Company will initiate and pay for any cost of the call. Please provide your Globe Phone Number below.

MORNING CHECK IN CALL:

Daily at the start (and during the CROSSOVER TIMES LISTED in Addendum “B”, attached) of your work day, you will SKYPE me, to let me know you are available. Depending on need, we may have a conversation and screen share regarding work tasks.

END OF DAY MESSAGE: THIS IS A REQUIREMENT EVERY WORK DAY.

At the close of each day, you are required to send an email to _____
with the following information:

- a.) What did you do today?
- b.) What problems did you run into?
- c.) What can I do to help you?

I will respond to any needs or questions by e-mail, Skype or on the Morning Check-in call the following work day.

Agreed this Date: _____, 20__

Name
Title _____

E-mail _____

Skype ID: _____

Agreed this Date: _____, 20__

Name

E-mail _____

Skype ID: _____

Start Date: _____

Address: _____

Globe Phone: _____

PayPal Account: _____

Facebook Profile: _____

Sample Contract and Addendum ONLY

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