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### MIT Group Consulting Arrangement Procedures and Policies

MIT GROUP would like to welcome you as our subcontractor! We hope to be a reliable partner and to provide you with a comfortable consulting experience. To achieve this, there are a few procedures and policies that all subcontractors must follow. Please read each of them carefully, initial where indicated and sign the following page. If faxing, send to (703) 636-8966 or pdf to [accounting@mitgroupllc.com](mailto:accounting@mitgroupllc.com). Feel free to call us with any questions.

#### Subcontractor Setup Procedures:

- **Documents (W-9):** This form should be completed in our office or faxed to us. Failure to provide this signed document will result in the delay of your payment until we receive it. \_\_\_\_\_ **Initial Here**
- **Background Check Release Form:** MIT GROUP may require a signed Background Check Release Form if the client company requires such information. Background checks include criminal background, credit information and/or drug screening results. Falsification of information on Background Check Release Forms constitutes non-compliance with our procedures, and will result in termination and/or non-payment of any hours worked prior to obtaining the completed background check.
- **Timesheets and invoicing:** You will complete a weekly timesheet (a blank one will be provided to you at the start of your assignment. You will have your client supervisor approve your time with signature. You should invoice us for any hours you provide at our client and include any corresponding timesheets. All invoices are paid within 15 days the invoice date.
- **Wire Transfer:** Wiring is optional and a \$25 per transaction fee will be assessed, \$50 if international. If you select this option please complete the Wire Transfer request form. \_\_\_\_\_ **Initial Here**

#### Assignment Policies:

- If you are late or ill:
  - Call your client contact on the assignment directly.
  - Leave your associate at MIT GROUP a message to inform them
- If your address, home phone number, cell phone number, or email has changed please notify MIT GROUP. If you are a current subcontractor of MIT GROUP you may need to complete a new W-9 form.
- If you are planning a vacation or days off, please let MIT GROUP know.
- **\*IMPORTANT\*** We ask for a minimum of three days notice if you want to leave your assignment before completion, but one week would be greatly appreciated. Giving prior notice will ensure that we can maintain a positive relationship with our client and as a subcontractor we ask that you help facilitate that effort.
- Failure to return any and all property of the client company including but not limited to keys, access cards, identification badges, computer equipment, etc., will result in a delay of your payment until the items are received. \_\_\_\_\_ **Initial Here**

I, \_\_\_\_\_, have read and fully understand all procedures and policies relating to my subcontract assignment with MIT GROUP, LLC.

\_\_\_\_\_  
Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date