



DOCUMENTATION CHECKLIST

Please provide the following documentation: If you do not have all of these items please mail/fax us the items that you do have. These documents are requested by LA Pool Guys so that we can have a complete file of your company's status for our technicians list.

- copies of your business license and any professional licenses you have
- certificates showing that you have insurance, including general liability insurance and workers' compensation insurance if you have employees
- your business cards and stationary
- copies of any advertising you've done, such as Yellow Pages listings
- if you're operating under an assumed name, a copy of the fictitious business name statement
- a copy of your invoice form to be used for billing purposes
- the names and salaries of all assistants that you use on the job
- a list of all the equipment and materials you will use in performing the service and how much it costs; proof that you have paid for the equipment, such as copies of canceled checks, is very helpful
- the names and addresses of other clients or customers for whom you have performed services during the previous two years;
- a copy of your independent contractor agreement if you have one

**Please fax/mail the above documents to the number/address below
Thank you**

P.O. Box 50224 Long Beach, CA 90814
Ph. 213.999.7665 Fax 562.621.9578