



Dear Vendor,

Thank you for your desire to work with Gorilla Capital, Inc. and welcome! We invite you to take advantage of our website www.GorillaCapital.com, as it will give you an idea of who we are, what we're all about, and where we're headed! Below you will find all of the required information that we will need back from you. You will also find critical invoice processing information that you'll want to familiarize yourself with. Please review all sections of this letter carefully and let us know if you have any questions. We look forward to doing business with you!

GETTING STARTED

Verification of Independent Contractor Status: Please fill out the enclosed form completely and provide the requested supporting documentation. Our workers' compensation insurance carrier mandates that we keep this information on file.

Independent Contractor Agreement: Please sign and date. Our workers' compensation insurance carrier mandates that we have a written agreement with each contractor with whom we do business.

W-9: Please fill out. The IRS requires that we keep a W-9 form on file for whomever we do business with.

Certificate of Liability Insurance: Please request that your liability insurance carrier add Gorilla Capital, Inc. as an additional insured, and provide us with a certificate of insurance listing Gorilla Capital, Inc. as the certificate holder. Email, fax, and mailing address for submitting these documents are provided below.

ACCOUNTING PROCEDURES

POs / Estimates: Please submit all estimates to AZoffice@gorillacapital.com and cc the Sales Manager for that property. A submitted and approved estimate must precede any work on one of our properties. For small jobs under \$600 in total cost, a verbal estimate may be provided to Gorilla Capital over the phone. When your estimate is approved, you will receive confirmation of that approval from Gorilla Capital with an associated Purchase Order # (PO#). You will need to reference this PO# for all invoices related to the job.

Invoices: Please submit all invoices to AZbills@gorillacapital.com and cc the Sales Manager for the property. The PO# we provided you with must be referenced on the invoice in order for Gorilla Capital to process it for payment. Failure to do so may lead to delays in the processing of your invoice for payment.

Payment Schedule: Gorilla Capital pays all approved Invoices on Tuesday and Thursday of each week, provided they are received and approved by 12:00pm the day prior. For example, an Invoice that is received and approved by 12:00pm on Monday will be paid on Tuesday. All final invoices must be approved by the Gorilla Capital Sales Manager for the project you are working on. We encourage our vendors to schedule a walk thru with the Sales Manager at least 48 hours in advance of completing the job and submitting the final invoice. Provided the Sales Manager can confirm the work is 100% complete to their satisfaction, they can quickly turn the Invoice approval around for payment. We offer payments by Direct Deposit (ACH) as an alternative to paper checks. This is the fastest way to receive your payment and we encourage all vendors to participate. Please provide us with a copy of a voided check if you'd like to take advantage of our ACH payment program.



Gorilla Capital, Inc. Independent Contractor Verification Checklist

Our Workers' Compensation insurance carrier and the Oregon Employment Division require verification of your independent contractor status. Please answer the following questions.

Independent Contractor's Name: _____
Company Name: _____ FEIN#: _____

1. Do you have a business license? **Please provide a copy.**
(License # _____) ()Yes ()No
2. Are you bonded? (**By:**_____ **#**_____, **exp:**____) ()Yes ()No
3. Do you have your own tools and equipment to do this job? ()Yes ()No
4. Do you have employees? ()Yes ()No
5. Do you have Workers' Compensation insurance? ()Yes ()No
6. Do your employees working here have Workers' Compensation insurance? **Please provide proof of insurance.** ()Yes ()No
7. Do you file federal and state income tax returns in your business's name or business Schedule C or Schedule F as part of the personal income tax return? ()Yes ()No
8. Do you advertise your business? ()Yes ()No
9. If you work off site, is the labor or service you primarily perform carried out at a location that is separate from your residence, or in a specific portion of your residence set aside as the location of the business? ()Yes ()No
10. Do you have business cards? **Please provide one.** ()Yes ()No
11. Do you send out invoices? ()Yes ()No
12. Do you send monthly statements? ()Yes ()No
13. Do you have a business phone number that is different from your personal phone number? ()Yes ()No
14. Does your business entity assume financial responsibility for defective workmanship? ()Yes ()No

Signature

Date



Gorilla Capital, Inc. Independent Contractor Agreement

Gorilla Capital, Inc. ("Gorilla") hereby engages _____ ("Contractor") as an independent contractor, and the Contractor hereby accepts such engagement to perform services for Gorilla at any of its properties, such to be specified through a bidding process and incorporated herewith.

The Contractor agrees to carry liability insurance, with liability limits equal to or greater than those required for building contractors by state law, and to provide Gorilla with a current Certificate of Liability Insurance, and provide Gorilla with proof of renewal or changes of such.

The Contractor further agrees to indemnify and hold harmless from issues that arise from the Contractor's work, including but not limited to, claims or liens by the Contractor's workman, sub-contractors, or materialmen in connection with the work performed, or from losses, expenses, damages, and injuries due to the Contractor, or his/her workman, sub-contractors, or materialmen failing to perform work in a reasonable workmanlike manner. Additionally, Contractor agrees to indemnify and hold Gorilla harmless for any damage to, loss of, or theft of tools, materials, or property of the Contractor or his/her employees, sub-contractors, or workmen.

Gorilla strives to promptly pay all contractors for completed work; Gorilla normally will issue payment to Contractor within 3 business days after Gorilla receives the proper documentation and approval. Such documentation must be submitted according to Gorilla's Accounting Procedures (see gorillacapital.com/contractor or reference the cover page of this packet). The timeframe in which Gorilla issues payment to Contractor depends on the Contractor's ability to properly submit invoices and documentation in the correct manner.

Any changes or modifications to this agreement must be made in writing and be signed by a Gorilla Regional President or Gorilla's CEO.

_____, Contractor
Signature

Printed Name

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	
	<input type="checkbox"/> Exempt payee	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code		
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number									

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Employer identification number									

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.



Contractor Payment Process
Addendum To Independent Contractor Agreement

1. Provide Estimate to Gorilla, including the following information:
 - a. Property Address
 - b. Contractor Name
 - c. Amount
 - d. Start Date
 - e. End Date
 - f. Service Type (trashout, cabinets, paint, landscape, drywall, flooring, etc).
2. Contractor submits an Invoice to the Gorilla through email (azbills@gorillacapital.com), fax (541.343.0921), or regular mail (1342 High St., Eugene, OR 97401) including the following:
 - a. PO Number
 - b. Property Address
 - c. Contractor Name
 - d. Work Completed
 - e. Amount Claimed
3. Gorilla will approve payment only after Gorilla 1) receives an Invoice with the above contents from Contractor and 2) subsequently conducts a basic walk through of the Property to verify that work is completed.