



PACIFIC FACILITY SOLUTIONS, INC. | PO BOX 5751 BELLINGHAM, WA. 98227 | (360) 224-0192

COMMERCIAL CLIENT ONBOARDING FORM

GENERAL INFORMATION – ①

What products or services are you, or your company, interested in? Please check all that apply :

☐ HVAC / Refrigeration	☐ Construction / Remodels	☐ Carpentry / Glass & Metal Work
☐ Plumbing / Electrical	☐ Construction Containment	☐ Winter Services / Snowplow
☐ Stormwater Solutions / Hydrovac	☐ Painting / Pressure Washing	☐ Mold Remediation or Legionella Testing
☐ Project Management / Tenant Upgrades	☐ Fire Watch / Compliance	☐ Storefront Renovations
☐ General Maintenance / Handyman	☐ Air Quality / Air Pressure Monitoring	☐ Other - Please indicate below
☐ Landscape / Portering	☐ Janitorial / Tenant Deep Cleaning	

Your Name :

Business Title :

Today's Date :

Your Email Address :

Your Phone Number :

BUSINESS INFORMATION – ②

Business Name :

Who is the Main Point of Contact?

SAME AS SECTION 1:

Legal Entity Name (not DBA) :

Name :

Phone :

Tax ID	Tax Code	Business No.

Title :

Email :

Owner/ Director Information

Facility Manager Information

Name :

Phone :

Name :

Phone :

Are you a Wholesaler?

FACILITY INFORMATION – ③

Please write the service location names and their addresses/cities. If there is no name or identifier for the locations, just write the address.

1. Service Location Name / Address :

4. Service Location Name / Address :

2. Service Location Name / Address :

5. Service Location Name / Address :

3. Service Location Name / Address :

6. Service Location Name / Address :

FACILITY INFORMATION – ④ (continued)

Any details or additional locations, please indicate :

What are the Site Access Requirements for your locations(s), such as security, key checkout, etc.?

What are the Hours of Operation?

		Closed			Closed			Closed
Monday	to		Thursday	to		Sunday	to	
Tuesday	to		Friday	to				
Wednesday	to		Saturday	to				

COMMUNICATION PREFERENCE – ⑤

What is your preferred communication method?

Would you like the option to communicate via SMS?

What email address(s) should have access to your dedicated PFS Client Dashboard to view your invoices and track jobs?

Any additional details regarding communication preferences you'd like to share? Please indicate below :

BILLING INFORMATION – ⑥

Does your Facility have an established work tracking system?

If YES, what is the name of the software?

Who is your Billing Contact and what is your Billing Mailing address? :

Billing Contact Name :

Phone Number :

Email Address :

Street Address :

City :

State :

Zip Code :

Who is authorized to do the following :

Who is authorized to submit a request for work?

Who is authorized to approve a *Not To Exceed*?

BILLING INFORMATION – ⑥ (continued)

Does your business require a minimum hourly base-pay for workers?

If YES, please choose all that apply : ☐ General Prevailing Wage ☐ Other - Please indicate:
☐ Davis Bacon Prevailing Wage

What is your preferred payment method?

Will you be able to send the below documents with this form? Yes

1. W9 2. Resale Certificate 3. COI (if applicable)

Please provide any necessary Billing Instructions or preferred payment methods not mentioned above :

REFERRAL SOURCE – ⑦

How did you hear about us?

Who was your main point of contact at Pacific Facility Solutions (PFS)?

ACKNOWLEDGEMENT – ⑧

By submitting this form, I acknowledge that I am authorized to act on behalf of . I certify that all information provided is accurate and true. I have read, understood, and agree to Pacific Facility Solution's **Terms and Conditions on Page 4** of this document.

Approved By :

Approver's Title :

Approver's Signature :

Date :

Invoice Payment Address

PO Box 5751
Bellingham, WA. 98227

Questions? Contact Our Team

WorkRequests@PacificFS.net Or Billing@PacificFS.net

INTERNAL USE - PFS

Processed By :

Date :

NOTICE TO CUSTOMER

Contractors are required by law to be registered with the State of Washington, and plumbers and electricians are required to be licensed. Any questions concerning a contractor may be referred to the Department of Labor and Industries at 1-800-547-8367. On work in excess of \$500: You, as owner, representative, or tenant, have the right to require the contractor to have a performance and payment bond. The cost of procuring this bond will be paid by the purchaser and is not included in the contract.

NOTICE TO OWNER

Under Washington law, those who furnish labor, professional services, materials, or equipment for the repair, remodel, or alteration of an owner-occupant principle residence and who are not paid, have a right to enforce their claim for payment against the owner's property. This claim is known as a construction lien. The law limits the amount that a lien claimant can claim against your property. Claims may only be made against that portion of the contract price relating to materials, equipment, or professional services you have not yet paid to your prime contractor as of the time this Notice or Tight to Claim Lien was given to you, or three (3) days after Notice of Right to Claim Lien was mailed to you.

RESPONSIBILITIES OF CUSTOMER

Customer represents that, except as described in the request for service, all plumbing, heating and air conditioning and drain systems are in good repair and condition and agrees to hold Pacific Facility Solutions LLC harmless of discovery of defective conditions, including but not limited to the following:

- | | | |
|-------------------------------------|--------------------------------|------------------------------|
| 1. Improper or faulty plumbing | 2. Rusted or defective pipes | 3. Acids in the drain system |
| 4. Lines that are settled or broken | 5. Existing illegal conditions | 6. Defective roofing |
| 7. Electrical defects | 8. Faulty air movement | 9. Concealed conditions |

EXCLUSIONS AND LIMITATIONS

Customer's right to repair and replacement are the exclusive remedies. Pacific Facility Solutions LLC shall not be liable for incidental or consequential damages resulting from the materials provided for in this contract. Pacific Facility Solutions LLC is not responsible for the following which are excluded from the coverage of this limited warranty: 1. Defective conditions listed under the above "Responsibilities of the Customer," 2. Work performed by or materials installed by others not in this agreement, 3. Defects and failures from mistreatment or neglect.

LIMITED WARRANTY

This limited warranty is the only express warranty. Pacific Facility Solutions LLC provides implied warranties; including, but not limited to, warranties of merchantability and fitness for particular purpose, which are limited to a duration of ninety (90) days from the date of completion.

PROTECTION OF CUSTOMER PROPERTY

Customer agrees to remove or protect any personal property, inside and out, including, but not limited to, carpets, rugs, shrubs, and plantings and Pacific Facility Solutions LLC shall not be responsible for said items. Nor shall Pacific Facility Solutions LLC be held responsible for the natural consequences of Pacific Facility Solutions LLC work which may cause damage to improvements to real property including, but not limited to, curbs, sidewalks, walks, driveways, garages, patios, lawns, shrubs, sprinkler systems, wallpaper, drywall, stucco, tile, cabinets and other appurtenances to residences of other real property. Pacific Facility Solutions LLC shall not be held responsible for damage to personal property, real property, or any improvements to real property caused by persons delivering materials or equipment or keeping gates and doors closed for children and animals.

ENTIRE AGREEMENT

This is the entire agreement. The parties are not bound by any oral expression or representation by any agent purporting to act for, or on their behalf, or by any commitment, or arrangement not set forth herein. The agreement jointly and severally all signing as Pacific Facility Solutions LLC, their heirs, representatives, successors and assigns.

