



## Independent Contractor Application

**Before you proceed with this packet, make sure you meet the following requirements.**

- YOU SPEAK ENGLISH
- YOU ARE OVER 21 YEARS OLD
- MINIMUM OF 6 MONTHS OF EXPERIENCE IN EXPEDITING
- NO HISTORY OF DUI
- YOU OWN A 2008 OR NEWER VEHICLE
- YOUR VEHICLE DOESN'T HAVE TEMPORARY PLATES
- YOU OWN A SMART PHONE WITH INTERNET

Please complete and sign each document attached, make copies of the listed documents below and send everything back together. Doing so will speed up your hiring process. Once everything is received, allow 2-4 business days for process. Thank You and we look forward to working with you.

### **PLEASE ATTACH FOLLOWING COPIES**

1. **Driving license**
2. **Vehicle Registration**
3. **W9**
4. **Social Security**
5. **Void Check**
6. **Driving Record**
7. **3 Picture of your truck and 1 of cargo space**
8. **Insurance certificate showing " FILIC EXPRESS LLC" as " Certificate Holder"  
(Filoc Express LLC, 222 Third Ave SE Suite 501 PMB, Cedar Rapids IA 52401)**

### **APPLICANT INFORMATION**

DATE \_\_\_\_\_ Position applying for: Contractor    Driver    Contractor' Driver

NAME \_\_\_\_\_

PHONE \_\_\_\_\_

EMERGENCY NAME & NUMBER \_\_\_\_\_

DOB \_\_\_\_\_

SSN \_\_\_\_\_ or EIN/Federal Tax ID \_\_\_\_\_

DRIVERS LICENSE # \_\_\_\_\_

PASSPORT / GREEN CARD # \_\_\_\_\_

CURRENT ADDRESSES: \_\_\_\_\_

**CRIMINAL BACKGROUND CHECK DISCLOSURE STATEMENT**

In connection with your application, Filic Express LLC or its affiliates (the "Company") may obtain a "criminal background report" and/or an "investigative criminal background report" about you for employment purposes. The information contained in such criminal background reports may be used by the Company for employment purposes, such as hiring you. If you are hired by the Company, the information in a criminal background report and/or investigative criminal background report may be used for other employment purposes, such as promotion, retention, and termination.

A "criminal background report" may contain the following types of information about you: criminal history including felony filings, misdemeanor filings, and motor vehicle records, etc. An "investigative criminal background report" is broader and seeks information that bears on your character, general reputation, personal characteristics, or mode of living that is compiled through the use of personal interviews with references, employers, neighbors, friends, associates, etc. in order to be used for employment purposes. You have a right to request disclosure of the nature and scope of the reports.

**AUTHORIZATION TO OBTAIN CRIMINAL BACKGROUND REPORTS**

I authorize the Company to obtain criminal background reports and/or investigative criminal background reports for the pre-employment background investigation, and, if I am hired, at any time during my employment. I understand that these reports might include, but are not limited to, a search of my criminal background, reference checks, driving record checks, and verification of my identification and Social Security Number. I agree that this Disclosure/ Authorization, in original or copy form, is valid for all current and future criminal background reports. I understand that the Company may use such criminal background reports for employment purposes, including, but not limited to, hiring, promotion, retention, and termination.

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Full Name (Printed): \_\_\_\_\_

Social Security #: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

City, State & Zip : \_\_\_\_\_

Home Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

# Filic Express LLC Lease Agreement

This agreement is entered into by and between the below listed Lessee and Lessor:

**Lessee:**

Filic Express LLC  
222 Third Ave SE Suite 501 PMB  
Cedar Rapids IA 52401 Phone:  
502-205-2515

**Lessor:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/ZIP: \_\_\_\_\_  
Phone: \_\_\_\_\_

**The terms of this agreement are:**

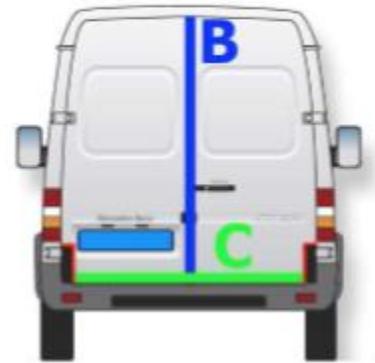
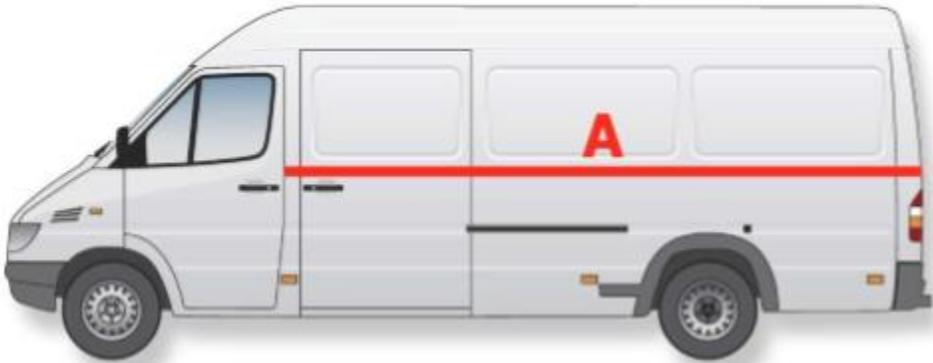
1. By signing this Lease Agreement, the Lessor agrees to run loads for Filic Express LLC
2. The Lessor is to operate under Filic Express authority.
3. "Lessor", as an independent Lessor, shall at no time be considered an employee of Filic Express, LLC. Lessor shall transport freight for Filic Express, LLC and furnish adequate equipment and perform all services required for transportation.
4. Lessor shall comply with all statues, rules, and regulations of Federal and State Governments, and all Administrative Agencies thereof.
5. Lessor shall pay all costs and expenses associated to the performance of such transportation services.
6. Lessor shall secure any and all licenses, trip permits, fuel tax permits, and other licenses and permits that may be required on said vehicle for the proper operation thereof in any state or states in which lessee will operate said vehicle and for which lessor has not already secured the same. Lessee shall pay all operating and maintenance expenses incurred for the operation of the equipment during the term of the lease.
7. Lessor shall provide and maintain a valid "Certificate of Insurance" on file with Filic Express, LLC. Lessor shall also keep and maintain comprehensive general liability, automotive liability, property damage, and cargo insurance. The policies shall provide coverage to Filic Express as an Certificate holder to the same extent as provided to the name insured, provide at least thirty (30) days prior notice to Filic Express, LLC of cancellation or termination, and contain standard cross-liability endorsements allowing Filic Express, LLC to claim and recover under the policies notwithstanding that it is an certificate holder. Such policies shall be sufficient to defend, hold harmless, and indemnify Filic Express, LLC harmless for all losses resulting from negligence on the part of Lessor. Minimum coverage for general liability and automotive liability shall be \$1,000,000 per loss. Minimum coverage for cargo insurance shall be \$100,000 per loss. The insurance required under this agreement shall, at all times be written by insurance companies which are admitted, authorized, and licensed to conduct business in the state of Arizona and are acceptable to Filic Express, LLC.
8. Lessee agrees to hold lessor harmless and to fully indemnify lessor from any and all claims which may be asserted or made against lessor by third parties arising from the operation of said equipment by lessee and lessee further agrees to assume the defense of lessor in any legal actions that may be commenced against lessor that in any way are connected with or arise out of the operation of said equipment during the term of this lease.

**INITIALS** \_\_\_\_\_



# VEHICLE INFORMATION

The below information must be filled out accurately to avoid mistakes while working. If you have any questions, please contact a Filic Express representative for help.



VEHICLE MAKE: \_\_\_\_\_

VEHICLE MODEL: \_\_\_\_\_

VEHICLE YEAR: \_\_\_\_\_

VEHICLE VIN #: \_\_\_\_\_

VEHICLE LICENCE PLATE #: \_\_\_\_\_

"A" - CARGO AREA LENGTH IN (Inches) \_\_\_\_\_

"B" - HEIGHT AT THE DOOR (Inches) \_\_\_\_\_

"C" - WIDTH BETWEEN WHEELS (Inches) \_\_\_\_\_

MAX LOADING WEIGHT: \_\_\_\_\_

# Authorization for Direct Deposit - Employee Form

This authorizes \_\_\_\_\_ (the "Company") to send credit entries (and appropriate debit and adjustment entries), electronically or by any other commercially accepted method, to my (our) account(s) indicated below and to other accounts I (we) identify in the future (the "Account"). This authorizes the financial institution holding the Account to post all such entries.

Note: Enter your company name in the blank space above.

Account #1 Account #1 Type (check one):  F Checking  F Savings

**Employee Bank Name** \_\_\_\_\_

**Bank Routing # (ABA#)** \_\_\_\_\_

**Account #** \_\_\_\_\_

This authorization will be in effect until the Company receives a written termination notice from myself and has a reasonable opportunity to act on it.

Signature : \_\_\_\_\_

PrintedName: \_\_\_\_\_

EmployeeID # \_\_\_\_\_

Date \_\_\_\_\_

**IMPORTANT:** This document must be signed by employees requesting automatic deposit of paychecks and retained on file by the employer. Do not send this form to Intuit. Employees must attach a voided check for each of their accounts to help verify their account numbers and bank routing numbers.

# FILIC EXPRESS

## SAFETY POLICIES AND PROCEDURE

This manual is designed to provide drivers, employees, and all other concerned parties with information regarding the operational policies, safety policies and general practices of this company. A wide scope of information is provided herein. However, it is not the intent of the company to list all of its programs, policies and or procedures in this manual. It is also understood that the information contained herein is subject to change at the discretion of the company. Additional policies and directives may be issued at any time. It is the intent of this company to operate safely and in accordance with the regulations set forth by the Department of Transportation and all other applicable agencies. Nothing in this manual is designed to supersede these regulations. All drivers are expected to operate safely and courteously on the highways. Evidence that this requirement is not being honored will result in the immediate revocation of the safety clearance of the offending driver.

### **BASIC REQUIREMENTS:**

1. YOU AND YOUR DRIVERS ARE NOT EMPLOYEES OF Filic Express LLC.
2. YOU MUST PROVIDE A CERTIFICATE OF INSURANCE SHOWING Filic Express LLC as Certificate holder
  - A. Must be an Accord form
  - B. Commercial Auto Coverage: Trucking for Hire Operations
  - C. \$1 000,000 Primary Liability Commercial Auto CSL
  - D. \$100,000 Broad from Cargo with \$1,000 deductible maximum
  - E. Unlimited Radius of Operations (Full time with NO radius coverage restrictions) 200,300 or 500 mile radius with a few runs outside this radius per year is NOT acceptable.
  - F. Certificate must also show listed Vehicles (Year, Make, VIN #) as well as all listed drivers.
3. YOU AND YOUR DRIVER(S) MUST ALL BE OVER THE AGE OF 21
4. ALL DRIVERS MUST BE APPROVED AND REGISTERED WITH Filic Express LLC PRIOR TO ACCEPTING A LOAD
5. YOU AND YOUR DRIVER(S) MUST NOT HAVE A DUI IN THE PAST 5 YEARS
6. YOU MUST PROVIDE A DRIVING RECORD FOR 3 YEARS
7. MUST HAVE A VALID DRIVER LICENSE FROM STATE OF RESIDENCE
8. MINIMUM OF 6 MONTHS OVER THE ROAD DRIVING EXPERIENCE FOR ALL CARGO VANS, SPRINTER VANS AND SMALL STRAIGHT BOX TRUCKS (UNDER 10,000 GVW)
9. MUST OWN A NATIONWIDE COVERAGE SMARTPHONE (iOS <iPhone> OR ANDROID) AND KNOW HOW TO OPERATE IT
10. MUST OWN AND KNOW HOW TO OPERATE A GPS SYSTEM

INITIALS \_\_\_\_\_

## **VEHICLE REQUIREMENTS**

1. ALL VEHICLES MUST BE YEAR 2010 OR NEWER
2. MAINTENANCE MUST BE DONE REGULARLY
3. VEHICLES WITH PAPER PLATES ARE NOT ACCEPTED
4. MUST HAVE "FOR HIRE" OR "COMMERCIAL" PLATE
5. TEMPORARY REGISTRATION WILL NOT BE ACCEPTED
6. ALL VEHICLES MUST HAVE A MINIMUM OF 4 STRAPS
7. IF YOU CHANGE THE VEHICLE YOU ARE SET UP WITH, YOU MUST LET THE COMPANY KNOW PRIOR TO PUTTING THE VEHICLE ON THE ROAD. YOU MUST SEND NEW REGISTRATION AND INSURANCE FOR THAT VEHICLE.

## **GENERAL INFORMATION**

1. FILIC EXPRESS RATE PER LOADED MILE (BASE PRICE) AS FOLLOWS:
  - A. Cargo Van .70-95 cents
  - B. Sprinter/Cube Van .70-.95 cents
  - C. Small Straight \$1.00 - \$1.20
  - D. Large Straight \$1.50-\$1.80
  - E. Empty Miles are paid after 100 miles, rate per mile will be negotiated at the time of initial offer, not after.THESE NUMBERS CAN BE LOWER DEPENDING ON AREA, TIME OF DAY AND VARIETY OF FACTORS.
2. PRICE MUST BE DISCUSSED BEFORE YOU AGREE FOR A BID TO BE PLACED ON THE LOAD, WHICH INCLUDE BUT IS NOT LIMITED TO
  - A) Extra pay for tolls
  - B) Extra cents per mile due to the load exceeding your weight limit
  - C) Short distance
3. FILIC EXPRESS WILL NOT PAY MORE IF EXTRA PALLETS/SKIDS ARE ADDED AT THE SHIPPER AND IF FITS IN THE VEHICLE. YOUR EARNINGS ARE PER MILE, not PER POUND THEREFORE IF THE SHIPMENT WAS CHANGED AND THE NEW WEIGHT OR VOLUME FITS IN THE VEHICLE - THE UNIT MUST TAKE THE SHIPMENT. OTHERWISE IT RISKS TERMINATION OF RELATIONSHIP WITH FILIC EXPRESS.
4. DRIVERS AND OWNERS ARE RESTRICTED FROM DISCUSSING PRICING WITH SHIPPERS OR RECEIVERS. ANY LINE OF QUESTIONING TO EITHER, SHARE THE DRIVER PAY WITH SHIPPER/RECEIVER OR TO INQUIRE HOW MUCH THIS LOAD WAS BOOKED FOR, WILL RESULT IN IMMEDIATE CONTRACT TERMINATION.

INITIALS \_\_\_\_\_

5. YOU MUST CHECK IN EVERY MORNING MONDAY-SATURDAY BETWEEN 08:00 – 09:30am EASTERN TIME.
6. IF YOU WORK WITH OTHER COMPANIES AND YOU RECEIVE A LOAD FROM THEM, CALL OUR OFFICE IMMEDIATELY AFTER RECEIVING THE LOAD TO PUT YOURSELF OFF SERVICE.
7. CALL OFFICE BEFORE YOU CHANGE YOUR LOCATION
8. ONCE YOU ARE IN SERVICE DISPATCHERS WILL BE LOOKING FOR LOADS FOR YOU. IF DISPATCHER FINDS YOU A LOAD, HE WILL CALL AND OFFER IT TO YOU. IT IS IN YOUR BEST INTEREST TO LET THE DISPATCHER KNOW AS FAST AS YOU CAN IF YOU ACCEPT THE LOAD. IF YOU AGREE TO THE BID, YOU WILL BE OBLIGATED TO KEEP YOURSELF RESERVED FOR THIS OFFER FOR A MINIMUM TIME OF 20 MINUTES. IF THE BID IS AWARDED, YOU WILL BE NOTIFIED BY THE DISPATCHER. HE WILL THEN TEXT YOU PICK UP AND DELIVERY INFORMATION. YOU ARE TO CALL THE OFFICE NUMBER OR TEXT BACK THAT SAME NUMBER TO CONFIRM YOU RECEIVED THE INFORMATION
9. LOCATION UPDATE IS REQUIRED EVERY TWO HOURS FOR ANY FILIC EXPRESS LOAD, ONCE ON A LOAD
10. WHEN UNDER A FILIC EXPRESS LOAD
  - A- Call upon arrival for pick up (as soon as you arrive to the building)
  - B- Call once loaded (number of pallets, total weight, BOL number)
  - C- Do not leave the shipper until you have called the office and the dispatcher confirmed the pickup information and gave you an OK to leave
  - D- Freight must be strapped
  - E- Call upon arrival for drop off (as soon as you arrive to the building)
  - F- Call once dropped off with POD (first and last name of the person who signed for the freight)
  - G- If you are running late, you must let the dispatcher know as soon as you see you will be late, not when you are already late.
  - H- If the shipper tells you to hand load/unload the freight, you are required to call the office and let the dispatcher know before you start doing anything. In order to get paid for the labor, dispatcher has to give you an OK from the broker to do the job.
  - I- If you load or unload the freight without letting the dispatcher know, you will not get paid for the labor.
  - J- Your delivery time is what is set by a DISPATCHER, not a SHIPPER.
  - K- If the shipper tells you the load has been canceled you are to call the dispatcher and ask him whether it is truly canceled before you can leave.
  - L- If the shipper tells you to unload elsewhere, you are to call the dispatcher before you can move.
  - M- NEVER leave anything of yours at the shipper that includes throwing away any trash especially tires in their dumpsters.
  - N- NEVER put anything on top of the pallets/boxes that you are loaded with.

INITIALS \_\_\_\_\_

# **PAYMENT**

1. ALL BILL OF LADINGS MUST BE EMAILED TO: DISPATCH@FILICEXPRESS.COM via CS APP (CAMSCANNER) RIGHT AFTER DELIVERY. BOLs MUST BE IN .PDF FORMAT ONLY.
2. ALWAYS WRITE YOUR TRUCK# and a PRO NUMBER ON BOLs. INCLUDE YOUR TRUCK # IN EMAIL OR SUBJECT LINE.
3. PAPERWORK MUST BE SENT IN A TIMELY MANNER. PAPERWORK RECEIVED MORE THAN 15 DAYS PAST THE DATE THE LOAD WAS COMPLETED ON WILL BE ASSESSED A 15% PENALTY PER 30 DAYS LATE.
4. ALL ORIGINAL BILL OF LADINGS MUST BE KEPT FOR 3 MONTHS AFTER THE DAY OF DELIVERY AND THEN DISCARDED.
5. Late pickup or late delivery. Failure to arrive on time for pickup or delivery, being more then 10 minutes late, without any justified reason ( Examples: traffic, auto accidents, nature events etc. ) Will result in \$150 charged by Filic Express. Filic Express is not responsible for any late fee charges by the broker.
6. If the driver starts rolling to the delivery in the last moment. If the driver had plenty of extra time in his transit, but decided to rest longer resulting in being late for delivery, overstaying home time while under a load resulting in rolling for the delivery in the last minute; Charge of \$150 will be applied.
7. Failure to communicate. Failure to follow up on GENERAL INFORMATION, Article 10. WHEN UNDER A FILIC EXPRESS LOAD, Sections A, B, C, E, F, G; GENERAL INFORMATION, Articles 7, 8 and 9; Charge is \$100
8. If caught doing a double load ( Load with another company while under a load with us ), Filic Express LLC reserves the right to charge you 100% of the rate booked. Filic Express forbids double loads, only DEDICATED trucks.
9. Picking up or delivering earlier without an approval. Charge of \$150 will be applied.
10. In case of potential short pay by the broker due to being late at the pickup, failure to follow specific instructions for the shipment, delivering earlier against sharp delivery appointment or similar, defined by the broker under notes or in paperwork for the load; Payment will be held for 30 to 60 days until the broker advises on short payment.

BY SIGNING THIS AGREEMENT, I ACKNOWLEDGE THAT I FULLY ACCEPT AND UNDERSTAND ALL OF THE ABOVE REQUIREMENTS OF AN OWNER/OPERATOR FOR FILIC EXPRESS LLC.

## **FILIC EXPRESS LLC**

## **OWNER/OPERATOR**

\_\_\_\_\_  
SIGNED

\_\_\_\_\_  
SIGNED

\_\_\_\_\_  
PRINTED

\_\_\_\_\_  
PRINTED

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
TITLE

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DATE

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DATE