



My Guys Dispatcher Service

"Integrity To Us,...Matters!"

ADMINISTRATIVE/BOOKKEEPING SERVICE AGREEMENT

This Agreement is made this _____ day of _____, 2018, by and between Betsy Pagan/My Guys Dispatcher Service, LLC hereafter referred to as ADMINISTRATIVE OFFICE MANAGER for _____ of _____, located at _____ (city) _____ (state) _____ (zip) _____ and the above mentioned Independent Owner Operator/Small Trucking Company/Hot Shot/LTL Carrier.

Hereinafter in this agreement the Independent Owner Operator/Small Trucking Company/Hot Shot/LTL Carrier will be referred to as CARRIER, and whereas BETSY PAGAN & THE STAFF OR MY GUYS DISPATCHER SERVICE, hereinafter referred to as ADMINISTRATIVE OFFICE MANAGER & STAFF, will be under a service contract agreement with the above mentioned CARRIER to perform administrative duties, in the form of processing, planning, directing, coordinating, overseeing, and the operations necessary to assist the above mentioned CARRIER, to successfully run his/her business.

The CARRIER agrees to allow, by way of a signed Power of Attorney, which hereinafter will grant the ADMINISTRATIVE OFFICE MANAGER & STAFF authority to represent and conduct administrative services on behalf of their business. This Power of Attorney shall not be used in any other capacity, other than the operation of the above mentioned CARRIER'S business. This ADMINISTRATIVE/BOOKKEEPING SERVICE AGREEMENT is good for only one (1) year, and must be renewed on an annually basis

The ADMINISTRATIVE OFFICE MANAGER & STAFF are not employees of CARRIER'S said company, only solely representative of the CARRIER'S COMPANY and its interest. The ADMINISTRATIVE OFFICE MANAGER & STAFF will not act on any decision for the CARRIER without prior authorization from the CARRIER. Should at anytime the CARRIER feels that, the ADMINISTRATIVE OFFICE MANAGER & STAFF aren't working in his/her company's best interest, the CARRIER has the right to terminate the agreement on the spot.

OBLIGATIONS OF ADMINISTRATIVE OFFICE MANAGER & STAFF

- ADMINISTRATIVE OFFICE MANAGER & STAFF agrees to the handling of the day-to-day administrative operations of the above mentioned company, which are necessary for the success of that business. These administrative operations shall include, both administrative and clerical duties. **Please note: the handling of load documentation is only for the sole purpose of record keeping of loads acquired by the CARRIER. The ADMINISTRATIVE OFFICE MANAGER & STAFF, will not facilitate the handling of these documents in the course of load acquisition, as this is a service performed by a DISPATCHER. Only after the CARRIER has acquired the load on his/her own, will the ADMINISTRATIVE OFFICE MANAGER & STAFF take possession of the paperwork, as a form of their duty to the CARRIER, to keep his/her records. Further note: That under a DISPATCHER's agreement, they would handle paperwork, phone; fax calls to and from the BROKER/SHIPPER to facilitate the acquisition of said shipments for CARRIER to transport via interstate/intrastate commerce by CARRIER between points and places within the scope of CARRIER operating authority. This is a separate service provided by My Guys Dispatcher Service, as Truck Dispatch, which cost a separate fee of 8% of the gross net of the shipment, and isn't covered in this agreement.**
- ADMINISTRATIVE OFFICE MANAGER & STAFF agrees to make call on behalf of the CARRIER'S company, to acquire of and facilitate business transactions.
- ADMINISTRATIVE OFFICE MANAGER & STAFF shall conduct record keeping, posting to account ledgers, handling of invoices, prepare monthly and end-of-year income/expense reports for CARRIER'S company.
- ADMINISTRATIVE OFFICE MANAGER & STAFF shall assist in tracking your truck's repairs, service maintenance, supplies. We will assist in helping with maintaining the appropriate information necessary for tax purposes.
- ADMINISTRATIVE OFFICE MANAGER & STAFF shall plan CARRIER'S calendar, for the purpose of tracking due dates, renewals, events and appointments.
- ADMINISTRATIVE OFFICE MANAGER & STAFF shall interact with CARRIER'S customer base, which includes, but not limited to; shipper, receiver, distributors, manufacturers, brokers and their agents, lumpers, repair shops, doctor's office, family, insurance company or factoring company, which are essential to the successful operation of CARRIER'S business.

OBLIGATIONS OF CARRIER

- CARRIER shall furnish to the ADMINISTRATIVE OFFICE MANAGER & STAFF a signed Power of Attorney, which shall be renewed annually, and shall be used to represent and conduct business on the CARRIER'S behalf.
- CARRIER shall supply the ADMINISTRATIVE OFFICE MANAGER & STAFF with all the required paperwork and documentation necessary to operator his/her business successfully. This includes, but not limited to, authority, insurance & policy information, registrations, licenses, permits, subscriptions, rate confirmation sheets, bill of lading, invoices, delivery confirmations, receipt, and etc.
- CARRIER can opt to have the ADMINISTRATIVE OFFICE MANAGER & STAFF pay expenses/bill on his/her behalf, by agreeing to open a joint prepaid debit card account, whereas the ADMINISTRATIVE OFFICE MANAGER & STAFF agree to only withdraw funds needed to pay whatever expenses that the CARRIER deems necessary and has authorized. **AGREE (YES) OR (NO).**
- CARRIER agrees to pay ADMINISTRATIVE OFFICE MANAGER & STAFF a set flat rate of \$.00 a month for service rendered to the CARRIER.

(Agreement to Pay ADMINISTRATIVE OFFICE MANAGER & STAFF Clause)

Please initial)

- PAYMENTS THAT ARE DUE TO THE ADMINISTRATIVE OFFICE MANAGER & STAFF ARE FOR SERVICES RENDERED AND PAYMENTS THAT ARE DUE TO ADMINISTRATIVE OFFICE MANAGER & STAFF ARE FOR SERVICES RENDERED, AND ARE NOT CONTINGENT ON OUTSTANDING COMPANY PAYMENTS DUE TO THE CARRIER FOR LOADS THAT HE/SHE HAVE HAULED FOR THE SHIPPER [REDACTED].
- THE CARRIER AGREES TO PAY THE ADMINISTRATIVE OFFICE MANAGER & STAFF FOR SERVICES RENDERED REGARDLESS OF WHETHER OR NOT THE CARRIER HAS RECEIVED PAYMENT FROM SHIPPER, THAT HE/SHE HAS HAULED THE LOAD FOR [REDACTED].
- I, [REDACTED] understand and agree that I will pay the ADMINISTRATIVE OFFICE MANAGER & STAFF for services rendered and I, [REDACTED] understand that the ADMINISTRATIVE OFFICE MANAGER & STAFF will not wait until I/CARRIER gets paid before she/ADMINISTRATIVE OFFICE MANAGER & STAFF is paid for SERVICES RENDERED. Failure to pay the ADMINISTRATIVE OFFICE MANAGER & STAFF for services rendered will result in termination of contract and services immediately, unless otherwise determined by the ADMINISTRATIVE OFFICE MANAGER & STAFF. I, [REDACTED] have read the entire contract and Agreement to Pay ADMINISTRATIVE OFFICE MANAGER & STAFF Clause and the rules of how the ADMINISTRATIVE OFFICE MANAGER & STAFF is paid and I, [REDACTED] agree to the terms of this ADMINISTRATIVE OFFICE MANAGER & STAFF/CARRIER AGREEMENT, the AGREEMENT TO PAY ADMINISTRATIVE OFFICE MANAGER & STAFF CLAUSE on how the ADMINISTRATIVE OFFICE MANAGER & STAFF gets paid.

Dispatcher

Etsy Pagan/

My Guys Dispatcher Service, LLC

[REDACTED] CARRIER

[REDACTED] Motor Carrier Name

[REDACTED] BOTH

Etsy Pagan/My Guys Dispatcher Service, LLC

Signature

[REDACTED]

Signature

__ / __ / 2018 (Date)

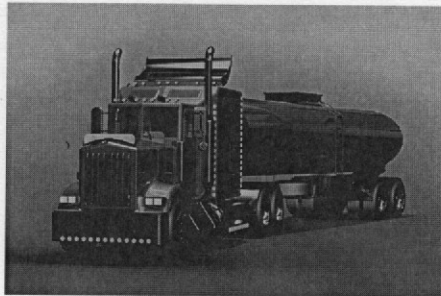
[REDACTED] / [REDACTED] / 2018 (Date)

My Guys Dispatcher Service, LLC

11 Green St.

Mount Holly, NJ 08060

yguysdispatcherservice@gmail.com or (Ph.) #910-260-5004 & (Fax) #609-784-7936



My Guys Dispatcher Service

"Integrity To Us,...Matters!"

Power of Attorney

Company Name: _____
Address: _____
City: _____
State: _____ Zip Code: _____
Phone: _____
Email: _____
Contact: _____

_____, hereby appoint **"Betsy Pagan, for my My Guys Dispatcher Service"** of **"21 Green St., Mount Holly, NJ 08060"**, as my Attorney-in-Fact ("Agent").

Betsy Pagan, as my **"My Guys Dispatcher Service"** agents shall have full power and authority to act on my behalf. This power and authority shall authorize "Betsy Pagan, as my **"My Guys Dispatcher Service"** to manage and conduct affairs and to exercise all of my legal rights and powers, including all rights and powers that I may acquire in the future. "Betsy Pagan, as my **"My Guys Dispatcher Service"** powers shall include, but not be limited to, the power to:

- Contact shippers and brokers on my behalf for cargo.
- Transfer of Paperwork (Carrier Pack, Rate Confirmation, and Invoices) to shippers.
- Sign and Execute Rate Confirmations for freight.

This Power of Attorney shall be construed broadly as a General Power of Attorney. The listing of Specific powers is not intended to limit or restrict the general powers granted in this Power of Attorney in any manner.

Betsy Pagan, as my **"My Guys Dispatcher Service"** shall not be liable for any loss that results from a judgment error that was made in good faith. However, "Betsy Pagan, as my **"My Guys Dispatcher Service"** shall be liable for willful misconduct or the failure to act in good faith while acting under the authority of this Power of Attorney.

authorize my Agent to indemnify and hold harmless any third party who accepts and acts under this document. Betsy Pagan, as my **"My Guys Dispatcher Service"** shall be entitled to reasonable compensation for any services provided as my Agent. "Betsy Pagan, as my **"My Guys Dispatcher Service"** shall be entitled to reimbursement of all reasonable expenses incurred in connection with this Power of Attorney.

Betsy Pagan, as my **"My Guys Dispatcher Service"** shall provide an accounting for all acts performed as my agent, if I so request or if such a request is made by any authorized person.

initials _____

representative or fiduciary acting on my behalf. This Power of Attorney shall become effective immediately and shall not be affected by my disability or lack of mental competence, except as may be provided otherwise by an applicable state statute.

This is a Durable Power of Attorney. This Power of Attorney shall continue effective for **(24 Months)**. This Power of Attorney may be revoked by me at any time by providing **(30 Days)** written notice to my Agent.

Dated _____, 20(18)

Signature

Printed Name