



# JNJ Services

## Vendor Contract Agreement

Company Name: \_\_\_\_\_

Company Contact: \_\_\_\_\_

All services paid by JNJ Services Inc., must be referred by JNJ Services, Inc. Vendor will never be authorized to schedule his/her own assignments. JNJ schedulers will contact you by email, or phone.

**This contractual agreement between JNJ Services Inc. and your company must not be discussed with the passenger, customer, or companies outside of JNJ Services, Inc. There should be no discussion with regards to rates, payments, terms or any other contractual information. Discussion without permission of JNJ Services, Inc. could result in legal action.**

In the event of any unauthorized access or theft of JNJ Services Inc. data, Vendor shall promptly notify JNJ Services Inc. and do all such acts and things as JNJ Services Inc. considers reasonably necessary to remedy or mitigate the effects of the data breach. The parties shall coordinate and cooperate in good faith on developing the content of any related public statements or any required notices.

If you have any questions, please call us at 678-442-0140 (local) or 1-800-588-9679 (toll free). Due to insurance regulations, only the approved/assigned client is authorized to be serviced unless otherwise stated before being serviced; such as a caregiver, spouse, or child.

Please submit bill for all services rendered by the end of each day or week. The bill should have detailed information about the service such as appropriate mileage, wait time, passenger name, etc., to be verified by our system property. You can expect payment to be remitted 30 days from the receipt of your invoice. To fax your invoices, use: 678-669-1587. To email your invoices use [invoices@jnjservices.com](mailto:invoices@jnjservices.com). Any invoice received after twelve months from the date of service will not be honored.

Please note that we are not responsible for remitting payment for services rendered that were not authorized through JNJ Services, Inc. To make the verification process more effective, JNJ Services Inc., estimates billable mileage for each of the runs we authorize. If you find that the actual mileage differs from the estimated mileage, please contact our office immediately with the discrepancy to obtain authorization for the additional miles.

JNJ Services, Inc. will need to be notified in writing of all changes regarding any aspect of our account prior to these changes taking effect. This includes, but is not limited to, a change of address or rate changes.

To complete the setup of your file, we will need a copy of your certificate of automobile liability insurance coverage, and a completed Internal Revenue Service W-9 form. If you do not have any W-9 forms, JNJ Services, Inc. will provide you with a standard W-9 form upon request.

To maintain our coverage, it is required that JNJ Services, Inc. is named on the certificate sent to us from your insurance agent. Please contact your agent and have them to list JNJ Services, Inc. as the Certificate Holder. Your required auto limits are \$100,000.00/\$300,000.00/\$50,000.00 or \$300,000.00 CSL. Please be advised that if the W9 and COI are not received it could result in a delay of payment. All documents are due immediately upon receipt of this contractual agreement. JNJ Services, Inc. anticipates establishing a continued relationship with your service. We are available for any questions you may have.

In the event you cannot meet the requirements, please indicate your current auto limits or combine single limit: \_\_\_\_\_

*By signing below, you agree to adhere to the terms and conditions set forth herein.*

**JNJ SERVICES, INC.**



**VENDOR**

*Dianne Welch*  
Chief Executive Officer

Signature

Authorized Personnel Signature

Dianne Welch

Print Name

Authorized Personnel Printed Name

CEO

Title

Title

Date

Date

