



FIRST QUALITY COURIER OF GEORGIA, INC.  
P.O. BOX 903  
DALLAS, GEORGIA 30132  
(678) 414-8430

DATE:

**First Quality Courier of Georgia, Inc. - Courier Agreement**

THIS AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_, (year)  
by and between \_\_\_\_\_, hereinafter called the Contractor  
and \_\_\_\_\_, hereinafter called the Owner.

WITNESSTH, that the Contractor and the Owner for the considerations named agree as follows:

**ARTICLE 1. SCOPE OF THE WORK**

The Contractor shall furnish all of the materials and perform all of the work shown on the drawings and/or described in the specifications entitled Exhibit A, as annexed hereto as it pertains to work to be performed on property at:

**ARTICLE 2. TIME OF COMPLETION**

The work to be performed under this Contract shall be commenced on or before \_\_\_\_\_, (year), and shall be substantially completed on or before \_\_\_\_\_, (year).  
Time is of the essence. The following constitutes substantial commencement of work pursuant to this

**ARTICLE 3. THE CONTRACT PRICE**

The Owner shall pay the Contractor for the material and labor to be performed under the Contract the sum of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_), subject to additions and deductions pursuant to authorized change orders.

**ARTICLE 4. PROGRESS PAYMENTS**

Payments of the Contract Price shall be paid in the manner following:

**ARTICLE 5. GENERAL PROVISIONS**

All work shall be completed in a workman-like manner and in compliance with all building codes and other applicable laws.

1. To the extent required by law all work shall be performed by individuals duly licensed and authorized by law to perform said work.
2. Contractor may at its discretion engage subcontractors to perform work hereunder, provided Contractor shall fully pay said subcontractor and in all instances remain responsible for the proper completion of this Contract.

**Treasury Department Circular 230 Disclosure:** To ensure compliance with requirements imposed by the Treasury Department, we inform you that any U.S. federal tax advice contained in this communication (including any attachments) is not intended or written to be used, and cannot be used, for the purpose of (i) avoiding penalties under the Internal Revenue Code or (ii) promoting, marketing or recommending to another party any transaction or matter addressed herein.



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ARTICLE 5. GENERAL PROVISIONS continues...

- 3. Contractor shall furnish Owner appropriate releases or waivers of lien for all work performed or materials provided at the time the next periodic payment shall be due.
- 4. All change orders shall be in writing and signed both by Owner and Contractor, and shall be incorporated in, and become a part of the contract.
- 5. Contractor warrants it is adequately insured for injury to its employees and others incurring loss or injury as a result of the acts of Contractor or its employees or subcontractors.
- 6. Contractor shall at its own expense obtain all permits necessary for the work to be performed.
- 7. In the event Owner shall fail to pay any periodic or installment payment due hereunder, Contractor may cease work without breach pending payment or resolution of any dispute.
- 8. All disputes hereunder shall be resolved by binding arbitration in accordance with rules of the American Arbitration Association.
- 9. Contractor shall not be liable for any delay due to circumstances beyond its control.
- 10. Contractor warrants all work for a period of \_\_\_\_\_ months following completion.

ARTICLE 6. OTHER TERMS

Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ (year).

Signed in the presence of:

\_\_\_\_\_  
Kimberlie Dennis Date  
President / CEO  
First Quality Courier of Georgia, Inc.

\_\_\_\_\_  
[ Name ] Date  
[ Title ]  
[ Company ]

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## **Exhibit A**

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