VENDOR ONBOARDING

Bradley Moreland DBA AIOS - All in One Services

Thank you for your interest in becoming an AIOS service partner. We welcome skilled, dependable professionals who share our commitment to quality and responsive service. Complete the onboarding packet below so our team can learn more about your company and the services you provide.

YOUR VENDOR ONBOARDING GUIDE

1. Tell us about your company.

Save the PDF before filling it in. Complete business information and the reference / attachment checklist on pages 2-3. Type using a PDF reader that supports forms, or print and complete legibly by hand. Use page 13 only if additional space is needed.

2. Review and sign.

Review operating terms (pages 4-6), the NDA (pages 7-9), and the two-year customer-protection agreement with state-specific limits (pages 10-12). An authorized representative must enter their printed name and title / signing capacity, then sign and date pages 6, 9 and 11. Use a PDF signing tool to apply an electronic signature, or print, sign in ink and scan. A printed-name entry alone does not replace a signature. Return the full packet with all agreement pages. AIOS approval and countersignature follow review.

3. Gather your supporting documents.

Use the checklist on page 3 for your signed W-9, current insurance documents and applicable licenses. The insurance certificate example is a separate reference for your producer. Do not fill it out or return it as proof of coverage.

4. Save, upload and submit once.

Save the full completed packet, including signed pages. Choose Submit Your Application on the vendor webpage. Select the packet and supporting files, remove incorrect selections, and submit.

What happens next?

Once your files are successfully saved, you will receive confirmation that your submission is under review. Our team will contact you if additional information is needed. We appreciate your interest in joining our service provider network. Submission does not constitute approval or guarantee work.

Questions? service@allinonesvc.com | (855) 737-4420

Please retain a copy of your full completed packet for your records.

Use the exact legal contracting party. The main vendor business is responsible for its assigned personnel and lower-tier providers. Use the optional continuation sheet for additional detail.

Full legal business / individual name

DBA / trade name

Entity type and state of organization

Year established

Business mailing address; physical address if different

Primary contact / title

Business / mobile phone

Business email / website

After-hours dispatch contact / phone

Billing contact / phone / email

Dispatch base / states / travel radius

Regular / emergency hours and proposed response windows

Qualified trades, specialties, exclusions, equipment and crew capacity

Services may include electrical / lighting; plumbing / drainage; HVAC / refrigeration; commercial roofing; kitchen / appliance equipment; repairs / preventive maintenance; emergency / restoration; exterior / concrete / asphalt; playgrounds; de-branding / decommissioning; and storm cleanup.

Proposed lower-tier providers / trades (write none if none)

List only services you are qualified, licensed where required, insured and equipped to perform. Confirm coverage and arrival time per work order; this application does not promise immediate or nationwide availability.

Provide three commercial references. Attach copies of applicable trade licenses and identify their holder, issuing state, number and expiration; attach a separate list if needed.

Commercial reference 1: company, contact / phone and work performed

Commercial reference 2: company, contact / phone and work performed

Commercial reference 3: company, contact / phone and work performed

Trade license details / attached schedule reference

Vendor safety contact / incident phone; relevant training or certifications

Return these attachments with your submission

- [ ] Current completed and signed IRS Form W-9 (appropriate tax form if non-U.S.)
- [ ] Current producer-issued certificate naming AIOS as certificate holder
- [ ] Current liability / auto policies, declarations and applicable endorsements
- [ ] Workers compensation and employers liability documentation
- [ ] Required additional-insured provisions / endorsements
- [ ] Applicable trade license copies

Certificate holder: AIOS - All in One Services, 2517 North Frazier, Suite 2500, Conroe, Texas 77303. The insurance example is a requested-coverage guide, not proof of insurance. It does not supply policy numbers, dates or issuer approval.

Submit the completed packet and supporting documents together using the vendor webpage submission button.
Keep tax identifiers on the tax form, not in public website fields. Do not include background reports, identity documents or unnecessary private personnel records in this packet. Screening uses a separate authorized process and required consents.

1. Parties and exclusive AIOS approval

These operating terms are between Bradley Moreland DBA AIOS - All in One Services, a Texas sole proprietor ("AIOS"), and the vendor business identified in the business profile ("Vendor"). An "Authorized AIOS Representative" is Bradley Moreland or a person AIOS designates in writing. "Written Authorization" is that representative's work order, email or other written approval identifying scope and price, billing basis or not-to-exceed limit.

Obtain Written Authorization before incurring charges or starting a visit, diagnosis, repair or added service. An approved diagnostic visit authorizes only that diagnosis. Check in with AIOS on arrival and report findings, scope, total price and schedule after diagnosis. Do not begin repairs before written AIOS approval.

2. Full price disclosure and one final invoice

Before commencing repairs, submit a written quotation disclosing the complete project price, including all travel, dispatch, mileage, mobilization, diagnostics, service calls, emergency service, after-hours premiums, proposals, labor, materials, equipment, taxes and other charges. No fee may be omitted or reserved for later billing. Obtain AIOS written approval of that total before repairs begin.

Submit one final itemized invoice per work order for all approved charges and approved change orders. Separate or supplemental invoices for omitted fees are not permitted. The approved price is binding for the approved scope; no increases, added charges or substitutions without an AIOS-approved written change order before the affected cost is incurred. A not-to-exceed amount is a ceiling, not entitlement to charge the full amount.

3. Changes, unforeseen conditions and customer communications

For unforeseen conditions, concealed damage or out-of-scope needs, suspend project work, secure the site and notify AIOS. Supply lawful photos, measurements and other evidence, an itemized revised scope and total price, and schedule impact. Do not resume or incur extra cost before AIOS issues a written change order. Silence, a pending quote, urgency, site instructions, completed work or an invoice does not establish approval. AIOS does not grant retroactive change-order approval; unauthorized supplemental charges will be formally disputed. Correctable invoice errors, previously approved change orders and non-waivable statutory rights remain protected.

AIOS is the sole commercial approval and payment contact. Do not request or accept site-personnel signatures, including attendance or completion acknowledgments, or collect customer payments. Site personnel cannot approve charges or scope changes under an AIOS work order. Route routine findings, recommendations, pricing, confirmations and changes only to AIOS, regardless of a customer representative's title or claimed authority, unless AIOS permits otherwise in writing. AIOS coordinates with designated facilities-maintenance contacts. Lawful access instructions, urgent hazard notices, protected reporting and required disclosures remain permitted.

4. Invoices and Net 45

Send the final invoice to **AP@allinonesvc.com** within 14 calendar days of service, with work-order number, site, service date, itemized approved charges, AIOS approvals and before-and-after photos. Standard payment is due 45 calendar days after the last of project completion, AIOS receipt of the final invoice, and receipt of required supporting photos. Different terms may be negotiated in writing during onboarding, using the same starting point unless expressly agreed otherwise. Mandatory payment laws and earlier legal deadlines control. No pay-if-paid condition or personal guarantee is created. Late invoicing is not automatic forfeiture of lawful payment rights; mandatory lien and payment rights remain unaffected. Independently verify banking changes using a previously verified contact; this packet authorizes no ACH debits.

5. Insurance and access eligibility

Maintain required coverage during assigned work and provide renewal evidence before expiration. Before work, provide policy provisions / endorsements establishing applicable general-liability and auto additional-insured protection for Bradley Moreland DBA AIOS - All in One Services, as required by written contract and permitted by law. A certificate alone creates no coverage or automatic approval. Disclose missing coverage, exceptions and material exclusions before assignment. Notify AIOS in writing promptly, within 24 hours of learning of cancellation, nonrenewal, lapse or material reduction affecting required coverage, with advance notice whenever known. Suspend affected work during a lapse until coverage is restored and AIOS authorizes resumption in writing. This vendor duty does not itself obligate an insurer to notify AIOS. Complete required licenses, screening, clearances, training and escorts before access; requirements vary by role, jurisdiction and site.

6. Safety, childcare and occupied facilities

Follow applicable law, facility rules and manufacturer instructions; maintain supervision, protective equipment and suitable barriers. Sign in / out, display required ID and bring only authorized personnel. No impairment, harassment or unlawful / unauthorized weapons. At childcare sites, no unauthorized or unsupervised contact, gifts, personal contact exchanges, transportation or childcare duties; facility staff remain responsible for childcare. Use approved access / escort protocols for occupied rooms and restrooms.

Separate work from occupants with suitable physical barriers and approved routes; tape alone may be insufficient. Keep exits and emergency equipment accessible; do not prop secured doors or disable child-protection controls. Secure tools, sharp objects, batteries, small parts, ladders, cords, chemicals and waste. Do not leave energized equipment or hazards unattended. Use appropriate dust containment, ventilation and energy isolation; obtain permits and coordination before hot work or utility interruption. Prevent exposure to fumes, noise, open holes, electrical hazards, hot surfaces and contaminated water. Apply site-specific infection-control and vulnerable-occupant protections. If safe isolation is unavailable, stop and arrange a safe schedule with AIOS and authorized facility staff.

7. Hazards, close-out and documentation

On discovering an immediate hazard, stop unsafe work, keep people clear, secure the area as safely possible, promptly notify AIOS and responsible site personnel, and contact emergency services when needed. These steps do not authorize repairs, additional work or charges without AIOS written approval. Comply with actions and reports the law itself requires, including child-protection reports; this is not commercial approval. AIOS notice does not replace mandated reporting. Report incidents and near misses promptly and preserve relevant evidence.

Before handoff, account for tools / materials, remove debris, check barriers / doors and leave the area safe. Notify AIOS and site staff of unresolved hazards; never represent an unsafe area as ready for use. Take lawful before-and-after photos of the authorized work area, labeled with site / work order and service date, and send through AIOS-approved channels as payment support. Avoid unnecessary images of children or occupants. If photography is prohibited or unsafe, notify AIOS and obtain documented approval of alternative evidence; do not delay legally required emergency action for photos. Resolve missing documentation subject to mandatory payment law. No marketing use of customer photos or logos without permission.

8. Main vendor responsibility

Vendor shall communicate and ensure its assigned employees, subcontractors, 1099 personnel and other representatives comply with lawful confidentiality, security, privacy, safety and documentation duties. Vendor trains and supervises its workforce and verifies required credentials. Disclose lower-tier providers and obtain required approval. Separate worker NDAs are not required. Do not use personnel to evade a lawful vendor obligation; no unlawful worker noncompete, no-hire obligation or personal assent is created. Actual facts and law determine employment status and statutory liabilities.

9. Acceptance and onboarding review

By signing, Vendor confirms its information is accurate to its knowledge, permits lawful verification of business references / credentials, agrees to promptly report material changes, and agrees to be bound by operating terms 1-9. This is not consent for a consumer background report. The NDA and customer agreement require their own signatures. AIOS must verify assignment-specific conditions before dispatch. No assignment is guaranteed. Mandatory applicable law controls; this packet does not certify nationwide enforceability.

Vendor authorized signer: printed name / title / capacity

Vendor authorized representative signature: _____

Date: _____

Negotiated payment terms, if different; AIOS reviewer / date / pending conditions

AIOS: keep signed agreements and supporting records under restricted access and give Vendor its completed copy.

SUBCONTRACTOR CONFIDENTIALITY AND LIMITED-USE AGREEMENT

This Agreement is between Bradley Moreland DBA AIOS - All in One Services, a Texas sole proprietor ("AIOS"), and the vendor business below ("Recipient"), for United States assignments subject to mandatory applicable law.

Effective date (complete before signing)

Recipient full legal business / individual name

Recipient entity type / formation state, mailing address and notice email

1. Purpose and consideration

AIOS may provide new nonpublic information after this Agreement takes effect so Recipient can evaluate, quote, coordinate or perform AIOS-authorized services (the "Authorized Purpose"). In exchange for that access, Recipient accepts these duties. Work and payment are governed separately; no work, exclusivity or compensation is guaranteed.

2. Confidential Information and exclusions

Protected information is genuinely nonpublic information disclosed by or for AIOS, marked confidential or reasonably understood to be confidential from its nature or circumstances, in any form, including copies, notes and analyses. It includes pricing, margins, markups, bids, estimates, rates and payment arrangements; customer requirements, proposals, work orders, histories and plans; nonpublic contact / location compilations; dispatch methods, business plans and credentials; KinderCare and other customer site conditions, findings, maintenance and incident records, floor plans, photos and security details; personal information about children, parents and staff; authorized confidential third-party information; and nonpublic agreement terms, subject to Section 4.

Public customer identities / addresses and facts already known to the customer are not confidential merely because of this Agreement. Information is excluded if Recipient establishes prior lawful knowledge without confidentiality duty, public availability without its or its representatives' breach, lawful receipt from another source without such duty, or independent development without protected information.

3. Limited use, personnel and safeguards

Use information only for the Authorized Purpose. Apply reasonable care and at least the care used for similarly sensitive information of your own. Limit access to those who need it; communicate lawful confidentiality and limited-use duties before access and ensure compliance by assigned personnel and lower-tier providers. Separate worker NDAs are not required. Recipient is responsible to AIOS for their unauthorized use / disclosure of supplied information to the extent lawful; its signature does not make personnel parties. Provide a reasonable compliance certification on request without private personnel records.

3. Limited use and safeguards, continued

Without written AIOS permission, do not sell, publish or disclose protected information to customers (including KinderCare), vendors, competitors or others, except under Section 4. Do not misuse it for competing bids, undercutting or diverting opportunities. Lawful competition without misuse remains permitted. Use individual accounts, access controls and reasonable device security. Do not share credentials or place information in public folders, public AI services or systems lacking suitable confidentiality protections without written permission. Collect and retain only necessary information; avoid unnecessary personal information about children, parents or staff.

Take site photos / recordings only for authorized work, as permitted by law, facility rules and required notices / consents. Avoid identifiable occupants unless specifically authorized and lawful. No public posts, portfolio use, advertising, logos or endorsement claims using customer materials / identities without necessary written permissions. Protected reporting and lawful evidence preservation remain permitted.

4. Permitted disclosures and federal immunity

This Agreement does not prohibit confidential legal / tax advice, legally protected discussions, government reports, investigations, required safety / child-protection reports or other legally protected disclosures. No AIOS consent or advance notice is required for protected reporting. Do not lie, conceal legally required facts or misrepresent your role. For a subpoena / court order not constituting protected reporting, notify AIOS when legally permitted, reasonably cooperate with lawful protective measures and disclose what law requires. AIOS pays reasonable extraordinary expenses of protective efforts it requests.

Federal trade-secret immunity notice: Under 18 U.S.C. 1833(b), an individual is immune from federal or state trade-secret liability for disclosures made confidentially to a government official or attorney solely to report or investigate a suspected legal violation, or in a complaint / document filed under seal. In a retaliation action, the individual may disclose secrets to their attorney and use them in court if containing documents are filed under seal and further disclosure occurs only by court order. This includes qualifying contractors / consultants; it does not authorize unlawful access.

5. Ownership and job deliverables

Existing information, marks and materials remain with AIOS or their lawful owner. Recipient receives only permission needed for the Authorized Purpose and retains its pre-existing tools, templates and know-how. This NDA does not transfer ownership of new intellectual property. Supply job reports, photos and records required by the work order. To the extent Recipient owns submitted deliverables, it grants AIOS a nonexclusive, worldwide, perpetual, royalty-free license to use, reproduce and share them with relevant customers / providers for administration, payment, maintenance, compliance and disputes, subject to privacy and customer duties, not public marketing. Obtain necessary contributor rights. An exclusive transfer requires a separate signed agreement.

6. Incidents, return and retention

Notify AIOS without undue delay of unauthorized access, use, loss or disclosure; do not wait for a completed investigation. Contain the incident, preserve evidence and reasonably cooperate in remediation. On written request or completion of the purpose, stop use and promptly return / securely delete protected information and accessible copies; certify on request. Retain only records required by law, legitimate insurance / dispute preservation, and routine backups not reasonably accessible for ordinary use. Retained data stays protected and may be used only for its retention purpose. Do not destroy evidence or obstruct protected reporting.

7. Duration and remedies

This Agreement covers disclosures after its effective date until either party ends future disclosures by written notice. Duties for each disclosure last five years after the later of disclosure or the end of Recipient services for AIOS; trade-secret duties last while the information remains legally a trade secret. A shorter mandatory limit controls. Ending disclosures does not release earlier liability; Section 5 licenses survive. AIOS may seek lawful damages, injunctions or other relief subject to proof and court requirements; relief is not automatic. No predetermined penalty, damages, security waiver or automatic fees apply. Fees / costs are recoverable only where law authorizes.

8. Applicable law and complete agreement

Texas law governs only where permitted; mandatory law applicable to Recipient, personnel, data or work controls. Venue follows applicable law; no Texas choice evades mandatory protections. This NDA is not a noncompete, customer non-dealing or no-hire restriction and does not bind customers or unsigned personnel. Sever only what is necessary; judicial modification must be lawful and cannot validate prohibited terms. This is the entire confidentiality agreement, replacing prior oral understandings on that subject without canceling separate lawful duties. Amendments require both parties' signed writing. Non-enforcement once is not continuing waiver. Counterparts / electronic signatures may be used where lawful. Entity signers confirm authority without a personal guarantee.

Complete a separate copy per vendor before signing; do not backdate. Give each party a signed copy. AIOS notices: 2517 North Frazier, Suite 2500, Conroe, TX 77303; service@allinonesvc.com; (855) 737-4420. No nationwide enforcement guarantee is made.

Recipient authorized signer: printed name and signing capacity

Recipient authorized representative signature: _____

Date: _____

Bradley Moreland DBA AIOS - All in One Services signature: _____

Date: _____

LIMITED CUSTOMER NON-SOLICITATION AND NON-DEALING AGREEMENT

Between Bradley Moreland DBA AIOS - All in One Services, a Texas sole proprietor ("AIOS"), and the independent vendor business below ("Vendor"). This concerns the business, not personal restrictions on workers. Section 6 state overrides control; no universal nationwide noncompete is created.

Effective date

Vendor full legal business name

1. Actual exchange and purpose

In exchange for new nonpublic introductions, account information and access provided by AIOS after signing, Vendor accepts only these lawful duties to protect identified goodwill and investments, not suppress ordinary competition. AIOS retains records of the actual new consideration; past access / payment is not falsely recited as new. No work is guaranteed. Accepted written work orders identify assignments under Section 5.

2. Protected scope and time

A Protected Customer is the exact legal entity / division identified in an accepted AIOS work order, introduced or assigned by AIOS, with which Vendor actually had substantive AIOS dealings. A Protected Location is the identified site where Vendor actually quoted or performed the identified services through AIOS. Protection covers only those relationships, services and sites, not all affiliates, properties or unrelated trades.

Subject to shorter state limits, the Restricted Period ends 24 months after the last identified work under an AIOS written work order / contract for that customer-site combination. If a quotation produces no work, it ends 24 months after that quotation. Any legally earlier start controls. Unrelated work, paperwork or unilateral notices do not restart it; no automatic tolling / extension applies.

3. Limited obligations, subject to Section 6

A. Solicitation: Do not knowingly and specifically solicit a Protected Customer to bypass / replace AIOS for those services and sites without prior written AIOS consent. General advertising is excluded. **B. Direct acceptance:** Only where Section 6 and law permit, do not knowingly enroll, contract directly or accept competing direct work for those same services / sites without written AIOS consent, even when the customer initiates. This is a non-dealing restraint, not mere confidentiality. **C. Evasion:** Do not direct or knowingly use controlled affiliates, personnel or intermediaries to do what Section 3 lawfully prohibits Vendor from doing. It has no broader scope / duration and does not bind nonparties personally.

4. Personnel and exceptions

Before protected access, communicate and ensure compliance with lawful AIOS confidentiality, security, privacy, documentation and safety duties by assigned personnel / lower tiers. No separate worker NDA is required. Vendor remains responsible for assigned / authorized representatives' breaches as law permits; train / supervise your own workforce and verify credentials. AIOS may request compliance certification, not unnecessary private personnel / tax records. Do not impose unlawful worker noncompetes / no-hire restraints. Independent lawful job changes are not breaches merely because the worker served an AIOS assignment; Vendor signing does not create personnel assent or remove AIOS / customer statutory duties.

Restrictions exclude documented pre-existing relationships disclosed in writing before accepting the affected assignment, unrelated services / sites, general skills, protected reporting, mandatory safety / child-protection reports, lawful communications needed for assigned work and mandatory rights. Customers are not bound. Where lawful, notify AIOS of approaches seeking restricted direct work, without disclosing information you cannot lawfully share; protected reporting requires no consent / notice.

5. One-time execution; accepted work-order records

Sign once at onboarding. No ordinary customer-by-customer questionnaire or new signature page is required. Before acceptance, AIOS supplies a written work order identifying the customer legal entity / division, site / state and services. Vendor must affirmatively accept by signed work order, email or authenticated electronic acceptance. Silence, dispatch alone or unilateral AIOS lists do not count. AIOS retains the order, dated acceptance and actual new introduction / access records. Acceptance identifies scope only; it does not expand Section 3, waive state limits or restart unrelated restrictions.

Vendor identity / operating base / contacts may come from onboarding records. AIOS must verify connected jurisdictions and required notices / eligibility. Required state-specific signed lists, notices, consent or other records must still be completed before the affected restraint applies, including Louisiana's requirements. If missing, the affected restraint does not apply; lawful site and NDA duties remain separate.

By signing, both parties accept Sections 1-7, including the state overrides on the following page. Amendments require both parties' signed writing. This procedure does not certify enforceability in every state.

Vendor authorized signer: printed name / capacity

Vendor authorized representative signature: _____

Date: _____

Bradley Moreland DBA AIOS - All in One Services signature: _____

Date: _____

6. State overrides

These are conservative contractual limits, not a completed certification of every state's law. Apply mandatory law of all materially connected places, including Vendor's actual operating base, personnel location and project site; use the narrower restraint if multiple overrides apply. A Texas choice, LLC label or 1099 reporting does not establish a lawful exception.

California, Colorado, Minnesota, Montana, North Dakota, Oklahoma, South Dakota, Washington and Wyoming: Section 3A-C restraints are omitted for conduct governed by these states in this standard form. NDA / site duties and remedies for actual unlawful misuse remain. This is a risk-control choice, not a claim all commercial restraints are illegal. A stronger business-specific provision needs a separate lawful agreement, not a checked box.

Alabama: Only Section 3A active solicitation may apply, for at most 18 months, if the actual commercial relationship falls within a lawful statutory exception; otherwise Section 3 is omitted. Do not assume the employee exception covers a vendor business.

Idaho: At most 18 months in this form. Where key-independent-contractor law applies, first document statutory eligibility and a legitimate protected interest; otherwise omit the restraint. No additional-payment exception for a longer term is invoked.

Louisiana: Before Section 3 applies, a written services contract and signed list of specific parishes / municipalities where AIOS carries on the relevant business are required. A site address alone or "all Louisiana" is insufficient. Maximum two years after last work under that contract; a later quote cannot extend it.

Nevada: Section 3B is omitted. Do not restrict unsolicited voluntary customer business or protected worker mobility. Active-solicitation duties apply only where lawful for the actual relationship.

Other states: Section 3 is limited to defined customers, sites, services and time only where permitted for the actual independent business relationship. Mandatory notice, eligibility, consideration, duration, geographic limits and protected rights control. Missing prerequisites deactivate the affected restraint; a savings clause or shorter duration does not establish validity.

7. Remedies and general terms

Relief requires proven breach and legally required findings. No automatic penalties, predetermined damages, injunctions, security waivers or fee awards apply. Texas law governs only where lawful; mandatory venue rules control. Severance / modification is allowed only where lawful and does not cure prohibited terms. The NDA is independent. Both parties must sign amendments; lawful electronic signatures may be used. Signing for a business creates no personal guarantee.

AIOS | OPTIONAL CONTINUATION

LONG ANSWERS | PRINT OR TYPE | COPY AS NEEDED

Use as many copies as needed, or attach a separate typed document. Identify the matching section / field. Keep all text visible; PDF boxes do not expand. Return with the completed package. Do not include sensitive tax identifiers here.

Vendor legal name

Attachment number / page

Section / field and work-order reference if applicable

Additional information