



## The Top Ten most important items to remember!

We understand that we covered a lot of details at the Contractor Seminar, so hopefully you took our advice and brought a notepad and pen and took notes! We recommend that you **ALWAYS** carry those items with you anytime you are involved with W3 Events, since *writing down* information is a certain and proven method of learning, recording, and remembering all of the important details that may come at you so fast you may not have the luxury of a reliance upon your natural memory. For your reference, we've included these important details regarding our expectations of you as an Independent Contractor.

1. **ALWAYS be on time!** (This requires planning for traffic and parking issues)
2. **Prompt communication to W3 Events is VITAL to maintain your status as an active Contractor.** (Refer to handout material for contact info, and PLEASE respond promptly when we contact YOU!)
3. **State registrations are required prior to eligibility for work offers.** (Texas and Tennessee)
4. **Keep all receipts for anything you purchase as an Independent Contractor.** (Tax deductions are available to you as a Contractor)
5. **Keep every pay stub from any check ever received from W3 Events.** (Tax forms info on website regarding 1099's)
6. **Office visits are by appointment ONLY.** (Call [512] 916-9461 ahead for appointment)
7. **Respond to all work offers immediately.** (Online staffing software, email notifications, etc.)
8. **Monitor our website [www.w3events.com](http://www.w3events.com) for updates.** (Before contacting the office, go online for payroll info, upcoming events, testing info, etc.)
9. **All email correspondence should be sent to [resources@w3events.com](mailto:resources@w3events.com) ONLY.**
10. **ALWAYS be on time!** (We utilize a stand-by policy to replace those who are not...)