



**REFERRAL
& MGMNT.**

WELCOME PACKAGE

SERVICES

V.I.P provides quality business, and construction; logistics, development, and execution. Commercial construction, labor project management, management services, and much more (check out our service tab).

We assist you in establishing, expanding, and all things necessary to take your project from idea to reality. Offering everything from administrative services, full staffing, and day-to-day operations. V.I.P can assist you in advancing your venture and increasing your bottom line.



About

VIP is a unified group of visionaries who help make distinctive and lasting improvements in clients' performance. VIP represents a conglomerate of leading business luminaries, innovators, entrepreneurs and digital leaders, that excel in helping clients shape winning strategies, improve performance through data, achieve world-class operations, and realize their most important goals.

Service Statement

VIP understands that any business, regardless of size, product, or mission, that is interested in ways to improve productivity, resource utilization, service delivery, customer service and satisfaction, employee efficiency and satisfaction, or any other business aspect, can benefit from using a Business Consultant.

Bottom Line

VIP applies extensive real estate expertise and a deep understanding of real estate-intensive industries, such as purchasing, financing, development, construction, Heloc, credit, marketing, renting, and selling.



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Application

INFORMATION

First tName _____ Middle _____ Last tName _____
 Address _____ City _____ State _____ Zip _____
 Company Name (Doing Business As) _____ Email: _____
 Drivers License # _____ Website: _____

ITEMS CHECKLIST

Photo ID (Upload) W-9 E Verify – Register – For Staff Employment
 Working Transportation Wear VIP Gear Certificates & Qualifications – For Leadership Positions
 Resume / Bio – (Upload) Self Insured Back Ground Check – For Leadership Positions

TRADES

X Select all that apply

Electrical Painting HVAC Roofing
 Plumbing Concrete Base Boards Appliances Install
 Drywall Landscaping Gas & Utilities
 Flooring Cabinets Custodial Other

Adminstration

X Select all that apply

General Contractor Labor Architech Customer Service
 Super Enitendant Manager Software Skilled Secretary
 Project Manager Supervisor Sales Security
 Foreman Insurance Marketing Other

On boarding Schedule

Late Policy

Absent

Bonuses

1 st	30 Days	Training	3 x Warning	3 x	No Tardiness
2 nd	30 Days	Probation	4-10 - \$10 each	3 x	Good Attitude
3 rd	30 Days	Evaluation	11 x Terminated	OVER 9 x Terminated	Hard Working
4 th	6 Months	Bonus	Good Standing	Good Standing	Pass Training Tests
5 th	1 Year	Bonus	Good Standing	Good Standing	Pass Training Tests