



What it's like to work for 4PW - Our client relationships are very important! Although our main focus is on Monday-Friday mid-day visits we do offer evening, weekends, and last minute visits. Every client is assigned one walker, based on area, so that walkers can form relationships with the pets that they see regularly. This also provides a peace of mind for clients knowing who is entering their house and being trusted with their pets. All those hired through 4PW are Independent Contractors and must file their own taxes. 4PW provides the 1099 form stating your earned income at the end of the year. Although all walkers are hired as Independent Contractors they are also very important members of the 4PW team. We have an awesome team of people that I have been fortunate to have with 4PW. We all communicate and work together to create a great work environment and give excellent customer service. Paydays are every Friday, I will either send your pay through PayPal (once you send me a timesheet, which I will send you a sample to use if you wish). The walker is responsible for delivering client payments weekly to the 4PW office (my home; meaning...IF there are checks, most clients pay online, but there might be some that want to pay by check) I also have a drop box outside my home that on occasion you can either pick up keys or drop off checks into this box. We also use an online GPS check in and check out Database (called PetSitClick) that we use on our phones when we visit a client's home. Clients can see where we are when we sign in. So it's important that we all have cell phones for this job.

Information about being an Independent Contractor

An independent contractor will not be offered benefits by their employer. Taxes will not be taken out of the check. Independent contractors will set their hours, and determine when and how to do the work.

- **Assignments**
 - You may decline any assignment you feel is not right for you, if you choose to accept, you are contractually obligated to complete the job.
 - You also may take on as many assignments as you feel you can complete, week we cover clients 7 days a week. Some will range from early morning to late at night
 - You will sometimes be quite busy and other times you will find you have more free time
 - As an Independent Contractor you may work solely or with other pet sitting companies. You just cannot solicit any of our clients at any time.
- **Mileage**
 - You will select the areas you want to work in, and keep track of your own mileage (which is to benefit you come tax time)
- **Illness**
 - This is not a good match for people "calling in sick" at the last minute, it's something I will not tolerate. Clients and pets are used to a certain routine, plus you will form a relationship with the owner and pet and they will count on you daily for giving them the type of care that is needed. At times there will be emergency's and we will accommodate you as best we can. Taking time off, you **MUST** let us know two weeks in advance so we may have time have someone to cover you.
- **Pet visits**
 - Pet visits will range from 20, 30, 45 to 60 min, Plus overnight sits, we accommodate the Clients request for their time choice.
- **Home visits**
 - YOU are the **ONLY** person allowed into a client's home at all times, no other adults, children and pets permitted inside clients homes for safety and liability reasons. Only yourself is insured and contracted by the client to enter their home.
- **Holidays**
 - Are our **busiest time**, you will be in charge of making sure you request for time off on certain holidays. There is no guarantee that you will have the same clients (Pet Sits) when you come back. We try to keep each sitter with the same clients, but sometimes if you are on leave for two weeks or more, we may have to give you a different schedule.
- **Benefits**
 - No Benefits of any kind as with many part-time jobs and as an independent contractor you will need to set aside money for your taxes, and pay your taxes quarterly or yearly, since no taxes are take out, it is up to you to do that.



- **Employee**

- Independent Contractors are not employees; you are hired to complete the assignments that are given to you per the clients instructions.

- **Payment / Timesheet**

- You are paid per assignment that is completed, not by the hour. Also you will provide me a timesheet every Friday or Thursday evening of your pet sits you completed that week (I will provide you a copy) of a timesheet that you may use to email me. I pay through PayPal (if you have an linked bank account) or by check, which ever you prefer.