



*“Your Home, Our Legacy”*

### **Matteson Custom Homes – Excellence Agreement**

Matteson Custom Homes is committed to delivering a high quality custom home to every client. We are committed to fine craftsmanship, building science, and utilizing best-demonstrated practices to ensure the highest quality home possible.

When you arrive at a Matteson Custom Homes project site, you agree to:

- Provide superior customer service at all times and in all ways.
- Fulfill all your responsibilities in a timely manner.
- Exceed our reputation for professionalism, honesty, integrity, and ethical conduct in your daily decisions and actions.
- Utilize cutting edge building science and best demonstrated practices, which will provide the highest quality craftsmanship available.
- Clean up your construction trash and mess because the job site reflects your work, and the quality of the work you produce is your legacy.

High quality work completed in a timely manner is critical to Matteson Custom Homes partnering with you on future projects. We are committed to providing our clients the highest quality home available, and as a key business partner, you are vital to carrying through this commitment. We appreciate you and value your commitment to excellence.

**Initials** \_\_\_\_\_ **Date** \_\_\_\_\_

**Prior to beginning any work, you must provide the following:**

- W9 form – completed and signed
- Copy of workman’s comp insurance
- Copy of liability insurance (listing Matteson Custom Homes as additional insured.)
- Contact information card (attached below)
- Copy of your ID
- Signed subcontractor agreement

I have read and understand this agreement. I have also read and understand all federal, state and local laws regarding employment, safety, and tax reporting laws and guidelines. I agree to comply with such laws and requirements while working with Matteson Custom Homes. We further agree to defend, indemnify and hold harmless Matteson Custom Homes, LLC for any and all damages caused by the action or inactions of subcontractor (through its agents, employees, representatives or subcontractors) including, but not limited to, their negligence, gross negligence, willful or intentional acts, etc. We further agree to indemnify and hold harmless Matteson Custom Homes, LLC.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Contact Information**

Business Name

\_\_\_\_\_

Business Address

\_\_\_\_\_

Contact Person

\_\_\_\_\_

Phone

\_\_\_\_\_

Email

\_\_\_\_\_