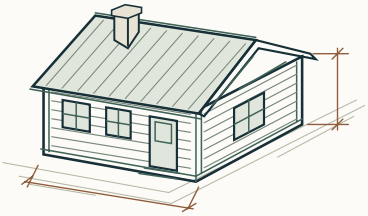
AGREEMENTS / BLANK TEMPLATE

Subcontracted service agreement



Engage an identified service business for an assigned property-care work package.

TEMPLATE VERSION
2026-11-24.1

COMPLETED BY
Crew recipient and Avalon

Issue only to the assigned, authenticated individual authorized to sign for the named contracting business. Verify the signer, actual working relationship and applicable coverage first. A customer signature cannot accept this agreement.

Details to complete

An asterisk marks a required entry.

Legal name of hiring party trading as Avalon *

Avalon notices and invoice email *

Contracting business or sole proprietor's legal name *

Assigned signer's name, title and authority *

Contractor mailing address *

Contractor notices and contract-copy email *

Contractor business phone *

Place of agreement *
For a remote agreement, record the parties' communities.

Property and service location *
Include unit or building and the specific property where work will be delivered.

Agreed work and exclusions *

Describe deliverables, quantities or limits, supplied materials, who delivers them and any excluded work.

Access, site contact and safety arrangements *

Identify the contact with authority to grant access and disclose known site hazards. Exchange keys or alarm codes outside this document.

Agreed first service date or start of service term *

Agreed completion or end of service term *

Acceptance criteria, inspection and correction process *

Equipment, staff, supervision, safety and site coordination *

Licences, permits, insurance and WorkplaceNL clearance *

Record applicable credentials and checks, expiry and verification dates, or reasons an item is inapplicable. Keep sensitive documents in the approved channel.

Itemized prices and quantities in CAD *

List each task, unit, quantity and rate plus approved materials, travel, disposal, delivery or other fees. Give a maximum quantity and spending limit for unit-priced work.

Subtotal before tax (CAD) *

Applicable tax and registration details *

Give the tax name, rate and supplier registration details where applicable, or explain why no tax is charged.

Total tax (CAD) *

Total authorized amount including tax (CAD) *

Use the full fixed price, or the maximum for this defined term. The approved cap includes all listed charges.

Deposit, milestones, due dates and payment method *

Identify the payee and how any deposit is credited. State the balance and its due date. Enter zero deposit if none is agreed. Do not enter payment credentials.

Contractor invoice and closeout requirements *

Specify job reference, supported quantities, tax details, billing recipient and when the final clearance check is due.

Terms and instructions

01 Parties and scope

The named hiring party trades as Avalon Property Care and Management, 34 Palmerston Drive, Paradise, NL A1L 3A1, telephone +1 (709) 765-3536. It engages the named contractor for the identified work. The booking customer is not a party here. The contractor may communicate with the site contact about access and safety and may not commit the customer or Avalon to new spending or terms.

02 Working relationship

This agreement records a business-to-business engagement only where the actual working relationship supports it. The parties will assess control, tools, staffing, financial risk and profit opportunity in practice. Neither a signature nor incorporation settles worker status. Address uncertainty before deployment and obtain the appropriate employment, tax or compensation determination where necessary.

03 Safe delivery and evidence

Each party will meet its applicable safety and reporting duties. The contractor supplies the agreed competency, permits and insurance evidence and permits applicable WorkplaceNL clearance checks before work and final payment. Unverified restricted work stays on hold. Report incidents promptly, protect the site, and disclose only information necessary for the job.

04 Price, changes and invoicing

The contractor invoices Avalon in Canadian dollars under the recorded prices and payment terms. Avalon pays for accepted deliverables or actual approved units within the cap, credits deposits and identifies any disputed item. The contractor must obtain Avalon’s written approval before extra work or expense. The contractor must not collect the customer’s money or submit a separate customer invoice for this work.

05 Handover and accountability

The contractor supplies the agreed completion evidence and reports unfinished work or damage. Avalon will review it against the stated criteria and invite a reasonable correction where appropriate. Each party is responsible under applicable law for loss it causes. Neither takes on an unlimited indemnity or gives up a non-waivable right under this agreement.

06 Suspension and end of assignment

Either party may stop unsafe work and notify the other. Either may end unperformed work by written notice. Reconcile work properly delivered and approved, unavoidable commitments, return unearned advances, transfer agreed records and return access devices. Any disputed charge can be raised with the named representatives and the usual legal remedies remain available.

07 Review and copies

The authorized representatives may request corrections or decline before signing. Both receive the same final record and may request a paper copy. The signed version and its dated issue and acceptance record identify the agreed transaction.

Attestation

Avalon issuer

I reviewed the completed agreement and authorize issuing this exact version to the designated recipient.

Printed name and role

Signature and date

Crew recipient

I am authorized to bind the named contracting business. I reviewed the work, price, access, safety and billing terms and consent to signing this version electronically.

Recipient's printed name and role

Recipient's signature and date

References

NL Electronic Commerce Act

https://www.assembly.nl.ca/legislation/sr/statutes/e05-2.htm

CRA guidance on employee or self-employed status

https://www.canada.ca/en/revenue-agency/services/tax/canada-pension-plan-cpp-employment-insurance-ei-rulings/employee-self-employed/contract-outside-quebec.html

WorkplaceNL contractor clearance

https://workplacenl.ca/employers/manage-my-account/request-clearance/