

Independent Contractor Agreement

Between Big City Repairs Inc. ("Calgary Repairs") and the Contractor

This Agreement confirms the working relationship between Big City Repairs Inc. and the independent contractor named below.

About Calgary Repairs

Calgary Repairs is operated by Big City Repairs Inc. and connects homeowners with trusted contractors and tradespeople for residential repair, maintenance, and improvement projects throughout the Calgary area.

Our goal is to provide clients with reliable service, clear communication, and trustworthy workmanship while creating flexible work opportunities for skilled contractors.

Calgary Repairs operates on the principles of:

- Trust Before Transaction
- Clear Communication
- Big City Jobs, Small-Town Service

Calgary Repairs acts as the client-facing company responsible for marketing, client communication, scheduling coordination, invoicing, and project support.



Contractor Information

Contractor Name: _____

Business Name (if applicable): _____

Phone Number: _____

Email Address: _____

Address: _____

WCB (if applicable): _____

Proof of Liability Insurance (if applicable): _____

1. Relationship

The Contractor is an independent contractor and not an employee of Big City Repairs Inc.

The Contractor is responsible for:

- Their own taxes
- Tools
- Vehicle and transportation
- Safety practices

Nothing in this Agreement creates an employment relationship, partnership, or joint venture.

2. Scope of Work

Big City Repairs Inc. may offer project opportunities to the Contractor.

The Contractor:

- May accept or decline projects
 - Controls how the work is completed
 - Agrees to complete accepted work professionally and safely
 - Agrees to communicate clearly with clients and Calgary Repairs
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3. Work Standards

The Contractor agrees to:

- Show up on time
- Treat clients and homes respectfully
- Maintain professional communication
- Complete work to a reasonable professional standard
- Leave job sites clean and safe
- Notify Calgary Repairs immediately of delays, issues, damages, or scope changes

- Smoking, drug use, harassment, discrimination, aggressive behaviour, or inappropriate conduct at client properties will not be tolerated.
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4. Estimates & Additional Work

The Contractor may not complete additional work outside the approved scope unless authorized by Calgary Repairs.

Any extra costs or changes must be approved before work proceeds.

5. Payment Terms

Contractors are responsible for submitting an invoice for completed work within 24 hours.

Invoices must include:

- Contractor name or business name
- Project address
- Date work was completed
- Total amount owing
- GST Number (if applicable)
- Any material receipts (if applicable)

Invoices and completed job photos must be submitted by Sunday at 11:59 PM to be included in the upcoming payment cycle.

Payments will be issued by Calgary Repairs every Tuesday by 6:00 PM (at the latest) via e-transfer.

Calgary Repairs reserves the right to hold payment until:

- Work has been confirmed as completed
- Required photos/documentation have been received
- Any customer concerns or deficiencies have been addressed

The Contractor is responsible for their own taxes and reporting obligations.

6. Insurance & Liability

Contractors are encouraged to carry their own liability insurance and WCB coverage where applicable.

If the Contractor has their own insurance and/or WCB coverage, they agree to maintain it while completing projects through Calgary Repairs.

If the Contractor does not carry their own insurance or WCB coverage, Calgary Repairs maintains general business liability insurance and WCB coverage for approved projects completed through Big City Repairs Inc.

The Contractor remains responsible for performing work safely, professionally, and to a reasonable standard of workmanship.

The Contractor may still be held responsible for damages resulting from negligence, unsafe work practices, misconduct, or intentional damage.

7. Client Payments

Contractors may not request or accept direct payment from clients for Calgary Repairs projects unless approved in writing by Calgary Repairs.

All project billing and invoicing will be handled through Calgary Repairs unless otherwise agreed.

8. Tools & Materials

Unless otherwise agreed, Contractors are responsible for supplying their own tools, equipment, and standard materials required to complete their work.

Material purchases exceeding the approved estimate must receive prior written approval from Calgary Repairs before purchase.

Calgary Repairs may supply materials directly, reimburse approved material purchases, or authorize contractor purchases depending on project scope.

Receipts for all reimbursable material purchases must be submitted within 24 hours of project completion along with the contractor invoice.

10. Deficiencies & Warranty Expectations

Contractors agree to reasonably address workmanship deficiencies related to their completed work within a reasonable timeframe.

11. Use of Subcontractors

Contractors may not subcontract or assign Calgary Repairs projects to another individual without prior approval from Calgary Repairs.

12. Confidentiality

Client contact information and project details provided by Calgary Repairs are confidential and may only be used for completing approved projects.

13. Non-Solicitation

The Contractor agrees not to directly solicit or perform side work for Calgary Repairs clients introduced through Big City Repairs Inc. without written permission.

14. Project Photos & Marketing

The Contractor agrees to take clear before, during, and/or after photos of completed work when reasonably possible and submit them to Calgary Repairs for project records and quality control.

The Contractor understands and agrees that project photos submitted to Calgary Repairs may be used for:

- Social media
- Website content
- Advertising
- Promotional materials
- Portfolio and marketing purposes

The Contractor also agrees that photos or videos containing their image, likeness, business name, or work vehicle taken during projects or related activities may be used by Calgary Repairs for marketing and promotional purposes.

Calgary Repairs will make reasonable efforts to present contractors and their work professionally and respectfully.

15. Termination

Either party may end this Agreement at any time. Big City Repairs Inc. may immediately stop offering work opportunities if:

- Workmanship is unacceptable or Communication is poor
- Safety concerns arise
- Client complaints become excessive
- The Contractor acts unprofessionally

16. Agreement

By signing below, both parties agree to the terms outlined above.

Big City Repairs Inc.

Name: _____

Signature: _____

Date: _____

Contractor

Name: _____

Signature: _____

Date: _____