

# EXECUTIVE PROTECTION JOB ASSIGNMENT WORK ORDER

(This Work Order is subject to the terms of the Master Independent Contractor Agreement signed on \_\_\_\_\_ between the Parties.)

## 1. PARTIES

- Hiring EP Company Name: \_\_\_\_\_
- Primary Contact: \_\_\_\_\_
- Phone: \_\_\_\_\_
- Email: \_\_\_\_\_
- Contractor (Independent EP Agent): Patrick Smith / Aegis Executive Transport, LLC
- Phone: (227) 226-8799
- Email: Patrick@AegisExecutiveTransport.com

## 2. JOB DETAILS

- Client Name / Event (if applicable): \_\_\_\_\_
- Job Location(s): \_\_\_\_\_
- Job Start Date & Time: \_\_\_\_\_
- Job End Date & Time: \_\_\_\_\_
- Total Expected Hours: \_\_\_\_\_

## 3. SCOPE OF WORK

- ☐ Close Protection (☐ Armed / ☐ Unarmed)
- ☐ Secure Transport (☐ Armed / ☐ Unarmed)
- ☐ Residential/Corporate Security
- ☐ Threat/Vulnerability Assessment
- ☐ Advance Work / Site Reconnaissance
- ☐ Counter-Surveillance
- ☐ Other (Describe): \_\_\_\_\_

## 4. COMPENSATION

- Rate: \$\_\_\_\_\_ per ☐ Hour ☐ Day ☐ Flat Rate
- Overtime Rate (if applicable): \$\_\_\_\_\_ per hour after \_\_\_\_\_ hours per day.
- Per Diem (if applicable): \$\_\_\_\_\_ per day.
- Payment Due Date: Within \_\_\_\_ days of invoice submission.
- Payment Method: ☐ ACH Transfer ☐ Check ☐ Other: \_\_\_\_\_

## 5. EXPENSES & REIMBURSEMENTS

- ☐ Mileage Reimbursement: \$\_\_\_\_\_ per mile (if using personal vehicle for client-related travel).
- ☐ Lodging & Travel Covered by Hiring Company.

- ☐ Meals Covered by Hiring Company / Per Diem Rate: \$\_\_\_\_\_ per day.

- ☐ Equipment Rental / Special Gear: \_\_\_\_\_

- Receipts for all reimbursable expenses must be submitted within five (5) business days after job completion.

#### 6. LIABILITY & INDEMNIFICATION

This assignment is governed by the Master Independent Contractor Agreement (ICA) between the Parties. The Contractor is an independent contractor and not an employee of the Hiring Company. The Contractor assumes no liability beyond the terms agreed to in the Master ICA.

- The Hiring Company is responsible for ensuring adequate liability coverage for the client and assumes primary liability for the operation.

- The Contractor shall not be held personally liable for client actions, third-party claims, or incidents occurring outside of their direct control.

#### 7. CONFIDENTIALITY & NON-COMPETE

The Contractor agrees to:

☒ Maintain strict confidentiality regarding client identity, itinerary, security measures, and risk assessments.

☒ Not solicit or accept direct employment from the Client for one (1) year after this assignment.

☒ Comply with all applicable state and federal laws regarding executive protection services.

#### 8. SIGNATURES

By signing below, the Parties acknowledge that this Job Assignment Work Order is subject to the terms of the Master Independent Contractor Agreement and that the Contractor will be compensated as outlined above.

Hiring EP Company Representative:

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

Contractor (Aegis Executive Transport, LLC):

Signature: \_\_\_\_\_

Printed Name: Patrick Smith

Title: Owner / Executive Protection Specialist

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