



## Manly Moving LLC

We would like to start off by welcoming you to the Manly Moving team and family. Our team is built out of strong friendships and fond moving memories. Manly Moving is a young company that is trying hard to grow and offer everyone an affordable and quality moving experience.

**Job Description:** You are mover. you will be in charge of getting customers' belongings safely from one location to another in a timely manner.

- Load up the moving trucks in a tier by tier fashion
- Blanket and stretch-wrap furniture, antiques, and delicatés
- Unload quickly but safely
- Pack boxes as instructed by the training videos
- Drive trucks safely and **always have someone backing you up**
- If damages occur on a move they must be reported to management
- You are expected to go to jobs in which you are scheduled and if an emergency occurs you must first try and find a replacement (see Roster Sheet) and then let the dispatching manager know of who replaced you or if you are still needing a replacement.
- Periodic company meetings will be held to announce changes or important information. These meetings are mandatory. Speak with your managers if there is a conflict and we will do our best to convey the information separately.

### Move Job Play-by-Play

Pre Job:

1. **Meet other mover/movers at designated location**(typically the equipment garage) and pick up the equipment. Make sure to be on time.
2. **Call the customer as you leave.** Give them an ETA. If the phone number is wrong call Camren Harris (970) 901-6264. If you can't get a hold of Camren call Brett but head to the job anyways.

After Arriving:

3. **Get an overview** of what the customer wants you to do
4. **Have them sign** the paperwork.
5. **Do the job safely, correctly, and professionally.** If you have questions call Camren or Brett.
6. **Collect payment/payment code** when finished. See Pricing Sheet for prices. Always collect payment. Do not leave the job unless you have confirmation from Camren or Brett that you can leave without collecting.

After Finishing:

7. **Fill out the job report** as you leave. To obtain the report text Camren (970) 901-6264 the word "done" in an individual text, not a group text, and fill out the Job Report link that comes. (be sure to hit submit) Typically the person not driving will do this.
8. **Make sure you have all equipment** you brought.
9. **Return equipment to garage and put any cash or checks in the black cash box** on the right side wall of the garage.



## Tips, Tricks, Do's and Don'ts

- If you have any doubt on how to do something call Camren
- If you can't get ahold of Camren call Brett
- Watch out for all walls, windows, doors, floors, and railings
- **Never slide furniture on wood floors**
- Blanket everything
- Wood furniture should ALWAYS be covered to avoid rub damage.
- Never put metal against wood unless covered very well.
- Always take the safer way for you and the items you are loading/unloading
- Watch weight. Heavy on bottom light on top. Never the other way around.
- Bring food and water to each job
- Used solid furniture as a base for boxes and/or light furniture
- Load the truck tier by tier or wall by wall
- Keep it tight and things won't shift as much when driving the truck down the road
- Work as a team
- Always watch the walls in a home. (even if the customer says not to worry about it)
- Imagine the truck turning and bouncing along the road and how the items you're loading will move and potentially get damaged or damage something else.
- Never Leave a job without collecting payment

## Pay:

- We start movers off at a base pay of \$10/hr. Pay increases based on number jobs completed, good reviews, quality performance in all areas. Pay can decrease based on bad reviews and damages.
- Pay is based on a point system.
  - Pay increases 25 cents for every 25 points and decreases 25 cents for every negative 25 points.
  - One point is awarded for every job completed
  - One point is awarded for a good review and if you have a review that is great and mentions your name you get 2 points
  - 5 negative points are awarded for a bad review
  - 10 negative points for a really bad review
  - Negative points are also given based on customer reported damages. A damage of \$50 would result in 5 negative points, a damage of \$100 results in a 10 point deduction, a damage of \$500 results in a 50 point reduction and so forth.
  - Point reductions or additions can be made at anytime based on job performance and quality.
  - If precautions are taken, damages and bad reviews can be rare or non-existent.
- Depending on the time of the year you might do a couple jobs a week, 1 job a day, or you might do up to 4 or 5 in a day. If precautions are taken, damages and bad reviews can be rare or non-existent.
- We will have a set of training videos with a set of quizzes that will give you the knowledge and foundation for having good jobs and good reviews and we also will award 25 points for pass completion of the quizzes. (A quiz can only be re-taken once a month)
- Missing tools or tools left at a job will be subtracted from the pay for that week unless retrieved and returned.



- Pay is issued weekly and is generally done wednesday, sometimes thursday night. We pay weekly as a courtesy to you.
- Pay is issued for jobs you work from Thursday to Wednesday of the next week.
- At the end of each month we count up the good reviews and the mover with the most good reviews wins \$50 and is named employee of the month.
- Any cash tips from jobs are to be kept by the movers who received them.
- Any tips written in checks or paid with a card need to be reported in the Job Report so that we can ensure it gets to you. If it is not reported it is very likely you will not receive it.
- Do not report cash tips unless it needs to be changed out to smaller bills to split evenly.
- We also somewhat compensate you for gas if you drive your vehicle over 10 miles for a move job.
- We currently pay using the Venmo app. You can also access it online at [www.venmo.com](http://www.venmo.com)

### Taxes

- Even though we call you employees you fall under a contractor and therefore will file a 1099 form for taxes.
- We will need your social and a address to send your taxes to at the end of each year.
- As a 1099 employee I would encourage you to save 15% of your income for taxes since no taxes are pulled out of your income. We also suggest that you keep track of miles driven for work and that you keep receipts for job meals, cell phone bills, and other job related expenses so that you can write them off on your taxes.

### Apps to Download

Required:

- **Venmo** (This is how we pay our movers) Create your account and friend Brett: @Manly-Moving
- **Square intuit** (This allows you to collect payment on jobs and issue invoices)
- Adobe fill and sign (optional app for signing digital contracts)
- Everlance (tracks miles driven and personal work expenses)
- Google sheets app (allows you to open the information sheets)

We want you to have a positive working experience at Manly Moving LLC. We cares about you personally and we want to help you the best that we can. Please trust us with any concerns or problems you are having and we will do our best to accommodate you and your needs.

Brett Beutler (OWNER) - (720)515-5754

Camren Harris (IDAHO) - (970)901-6264

Ted Carter (UTAH) - (801)471-8538

### Get-Started Checklist

- Get a Vemno account
- Add @manly-moving on Vemno
- Download Square intuit app
- Download and fill out your 2018 [W9 form](#)
- Fill out the "[Employee Information Sheet](#)" online and upload your W9 form
- Do the training videos and get your first raise



Contact us with any questions you have