

ERA FOUNDATION

DISPATCH MANAGER INDEPENDENT CONTRACTOR AGREEMENT

Contractor Full Name: _____ Phone Number: _____

Email Address: _____ Start Date: _____

Address: _____

1. INDEPENDENT CONTRACTOR RELATIONSHIP

The Contractor agrees to provide dispatch-management and coordination services to ERA FOUNDATION as an independent contractor. This Agreement does not by itself create an employer-employee relationship, partnership, joint venture, or agency relationship. The actual working relationship must remain consistent with applicable law.

2. PERCENTAGE-BASED COMPENSATION

Dispatch Manager Commission: 10% of the driver's delivery rate/commission for each eligible completed and verified delivery assignment handled by the Dispatch Manager.

Example: If the driver's commission for an eligible completed delivery is \$100, the Dispatch Manager's commission for that delivery is \$10.

The 10% commission is calculated from the driver's delivery commission for the applicable completed and verified assignment. Compensation is earned only on eligible deliveries that are completed, verified, and attributable to the Dispatch Manager under ERA FOUNDATION records. No minimum number of assignments, routes, customers, hours, or earnings is guaranteed.

3. DISPATCH MANAGER RESPONSIBILITIES

- Coordinate and communicate available courier assignments to eligible drivers.
- Maintain accurate pickup, delivery, route, driver, and customer information.
- Communicate professionally with drivers, customers, vendors, and ERA FOUNDATION representatives.
- Track accepted assignments and promptly address delays, missed pickups, delivery issues, or customer concerns.
- Confirm completion information and maintain dispatch records needed for billing and contractor compensation.
- Protect confidential customer, driver, pricing, route, account, and business information.
- Use ERA FOUNDATION systems, credentials, and business information only for authorized dispatch work.
- Escalate safety, compliance, customer-service, or operational issues to ERA FOUNDATION when appropriate.

4. AVAILABILITY

General availability does not guarantee assignments or create a guaranteed work schedule.

Day	Available	Start Time	End Time
Sunday	☐	_____	_____
Monday	☐	_____	_____
Tuesday	☐	_____	_____
Wednesday	☐	_____	_____
Thursday	☐	_____	_____
Friday	☐	_____	_____
Saturday	☐	_____	_____

5. DISPATCH AUTHORITY & LIMITATIONS

The Dispatch Manager may coordinate accepted assignments but may not enter contracts, change customer pricing, promise refunds, incur debt, or bind ERA FOUNDATION unless separately authorized in writing. Driver safety and lawful operation take priority over delivery timing.

6. RECORDS, CONFIDENTIALITY & DATA SECURITY

Dispatch records, customer lists, driver information, pricing, route information, account credentials, business procedures, and other non-public ERA FOUNDATION information are confidential. The Contractor will use reasonable safeguards and return ERA FOUNDATION information and access upon request or termination.

7. SYSTEMS, EQUIPMENT & EXPENSES

Unless ERA FOUNDATION agrees otherwise in writing, the Contractor is responsible for ordinary equipment, phone, internet service, software, workspace, and other expenses used to perform accepted dispatch services.

8. PERFORMANCE & PROFESSIONAL CONDUCT

Maintain accurate and timely dispatch communications and records. Treat drivers and customers professionally. Do not falsify delivery status, customer information, driver records, revenue, or compensation records. Promptly report known security incidents, fraud, or material dispatch errors.

9. TERM & TERMINATION

This Agreement begins on the Start Date and continues until terminated. Either party may end the Agreement in accordance with applicable law and this Agreement. Properly earned 10% commissions for eligible completed and verified deliveries before termination remain payable according to this Agreement.

10. TAXES & CONTRACTOR RESPONSIBILITIES

The Contractor is responsible for their own taxes, registrations, licenses, insurance, and business expenses to the extent required by law. ERA FOUNDATION may require appropriate tax documentation, including Form W-9, before payment.

11. ACKNOWLEDGMENT & SIGNATURES

By signing below, the Dispatch Manager confirms that they have read and understand this Agreement, including the 10% commission based on the driver's delivery rate/commission, dispatch responsibilities, limitations of authority, confidentiality and data-security requirements, and independent-contractor terms.

Applicant Name _____

Date _____

Applicant Signature _____

ERA FOUNDATION Representative _____

Date _____

Representative Signature _____