



Ease & Prosper Consulting PVN — Document Checklist

Vendor Info

Company Legal Name / DBA:

Primary Contact (Name, Email, Mobile):

Service Categories:

Service Area ZIPs:

PVN Token:

Date:

Required Documents (attach or upload)

- W-9 / EIN (most recent year) Business License (current, with state/city as applicable)
- COIs — Commercial General Liability (\$1M per occurrence / \$2M aggregate)
- COIs — Auto Liability (as applicable)
- COIs — Workers' Compensation (as applicable)
- Two Trade References (name • org • phone/email)
- 3–5 Recent Job Photos OR a Completed Checklist (PDF/JPG/PNG)

File Rules (avoid delays)

- Accepted: PDF, JPG, PNG • One PDF per multi-page document
- File name: Company_DocumentType_YYYYMMDD.pdf (e.g., RiversideJanitorial_COI_20250115.pdf)

How to Submit (choose one)

- A) Reply to our onboarding email with attachments Subject: PVN Docs – {Company} – {Primary Category} – {PVN Token}
- B) Use the secure upload link we provide (drag and drop)
- C) Attach inside the e-signature packet (DocuSign/Adobe Sign)

Important Notes

- No client markup; vendors fund a 10% success fee for coordination & QA.
- Carve-out: Security, licensed trades, and public/government work use a PM fee.
- Proof standards: before/after photos or checklists with timestamps/GPS (as applicable).

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