

ITI Innovative Technologies, Inc.

TO OUR FREELANCE SUPPORT PERSONNEL

Innovative Technologies, Inc. provides a wide range of production and information technology support for a growing number of Government and Commercial clients.

Since its inception in 1991, ITI has grown to over 185 full-time employees with over 150 freelancers in our nationwide database, as well as a large number of subcontractors, suppliers and vendors. Since you are part of this network, we want to make sure that you are paid in a timely manner and that you are reimbursed for legitimate expenses.

Enclosed you will find invoicing procedures, travel and expense reimbursement guidelines and sample invoices to assist you. Our policies are the result of our growth, as well as the constant scrutiny required by our clients.

From the enclosed packet, please return the completed Freelance Information Sheet, a current Liability Insurance Policy and a recent copy of your resume. Please be aware that your insurance carrier must fax us a "certificate of insurance" for our files. In addition to a resume and u=insurance information, please include any information on security clearances you may have. If you have any questions, please do not hesitate to call me.

We look forward to continuing a good working relationship.

Sincerely,

Sue Bracht
HR/Office Manager
703-322-9400 x 101