



May 15, 2016

To: **Current and Potential Haulers Hired by Arizona Grain**

Arizona Grain is updating its insurance requirements, and adding new agreements, for haulers hired by Arizona Grain. These changes are being driven by recommendations from insurance providers, newer operational safety guidelines, and food safety requirements. Most of these new requirements are not significantly different from the current insurance certificates, tax forms, and waivers we ask for, except for the “Hauler Agreement”, which details some of the procedural understanding needed between Arizona Grain and its contractors.

Haulers hired by customers to pick up or deliver product on Arizona Grain property will also be asked to read an abide by Arizona Grain’s policies that entail safety laws and rules, traffic routing, speed limits, smoking, weight restrictions, dispatch, product spills, and others.

Any sub-haulers hired by contractors will also need to abide by the same insurance and procedures, and must have these forms on file before beginning work. Not all forms and agreements will need to be updated annually, and we will notify you of any delinquencies.

In summary, qualified hauler hired by Arizona Grain must have on file:

1. Signed Hauler’s Agreement
2. Updated insurance certificates
3. Workmen’s’ Compensation Insurance or independent contractor waiver
4. Updated contact information
5. Signed W9

An example of the required forms is included with this letter. In addition, the forms are available on our website www.arizonagrains.com. Our deadline for having current information on file is July 1, 2016. After this date, any hauler without proper documents on file will not be considered for contract work.

Sincerely,

Joe Smith
Merchandising Manager
Arizona Grain, Inc.