



OFFER LETTER

ABNB LLC | Employment ID 93-4680154
17350 state highway 249
Houston Texas 77064
Support@airbednbeyondllc.com
airbednbeyondllc.com

September 18th 2025

Dear Alaina Tuff

We are pleased to extend an offer to you for a **Contract Telecommunications Associate (Remote)** position with **AirBed N Beyond LLC**, a company specializing in property renovations and real estate services.

This is a **contract-based position** reporting directly to the Operations Manager **Jakalia Green**. Your role will focus on supporting communication systems, client interaction, and coordination related to our property renovation projects.

Position Details

Title: Contract Telecommunications Associate
Location: Remote
Employment Type: Independent Contractor
Start Date: September 23rd 2025
Compensation: \$28.13 Hourly | Bi-Weekly Pay | Cash or check (Direct deposit available after 90 days)
Contract Term: 24 months

SCHEDULE :

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
REMOTE (1538 W. Commerce St #1024) Dallas, TX 75208	8am-5pm (central)	8am-5pm (central)					6:30am-4pm(central)
REMOTE(11250 north highway)			6:30am-4pm(central)				
ONSITE: North Carolina Properties					10am-7pm(eastern)		
Off day				OFF		OFF	

Please initial on every dotted line as a virtual understanding of acknowledgment.

Job Description

As a **Telecommunications Associate** at AirBed N Beyond LLC, your responsibilities will include but are not limited to:

- **Client & Vendor Communication**
 - Manage inbound and outbound calls, emails, and virtual meetings with property owners, vendors, contractors, and clients.
 - Provide timely updates on project status and resolve communication-related issues.
- **Scheduling & Coordination**
 - Coordinate appointments between clients, contractors, and renovation teams.

- Ensure project milestones are communicated clearly and efficiently.
- **Documentation & Reporting**
 - Maintain accurate records of all communication and follow-ups.
 - Prepare daily/weekly status reports on projects and client communications.
- **Customer Support**
 - Address inquiries, complaints, and service requests in a professional manner.
 - Provide information on ongoing renovation projects and company services.
- **System Management**
 - Use telecommunications platforms (VoIP, CRM software, project management tools) to manage workflow.
 - Ensure confidential handling of sensitive client information.

AT Terms of Engagement

- This offer is for **contract employment**. You will be considered an **independent contractor**, not an employee of AirBed N Beyond LLC.
- You will be responsible for your own **taxes, insurance, and benefits**.
- Contract may be terminated by either party with **[14 days] written notice**.
- Confidentiality of client and company information is a strict requirement of this role.

AT Confidentiality

Contractor agrees to:

- Keep all client lists, project data, communication records, and company information strictly confidential.
- Not disclose, copy, or use any confidential information for personal or third-party benefit without written consent from the Company.
- This clause survives termination of the Agreement.

AT Equipment & Expenses

- Contractor will perform duties remotely using their own equipment (computer, phone, internet, etc.).
- Any additional approved expenses incurred on behalf of the Company will be reimbursed with proper documentation.

AT Work Product Ownership

Any records, reports, data, or communications created by Contractor in connection with this Agreement shall be the property of the Company.

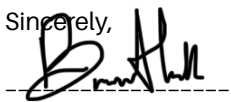
AT Entire Agreement

This Agreement contains the full understanding between the parties and supersedes all prior agreements, whether written or oral.

We are confident that your skills and professionalism will contribute greatly to our team and the success of our property renovation projects. Please review the terms of this offer and confirm your acceptance by signing below.

We look forward to working with you.

Sincerely,



Brianna Hill
Hiring Manager
AirBed N Beyond LLC

Acknowledgment & Acceptance

I, **Alaina Tuff**, accept the offer for the position of Contract Telecommunications Associate (Remote) with AirBed N Beyond LLC under the terms stated above.

Signature: Alaina Tuff

Name: Alaina Tuff

Date: 09-18-2025

Clock-In / Timekeeping System

AirBed N Beyond LLC uses the **RingTell Phone Log System** for contractor time tracking.

Clock-In Process:

1. Dial the **RingTell Contractor Line**: [Insert Phone Number].
2. Enter your **Contractor ID**: 2025-017.
3. Enter your **Personal PIN**: [Assign a 4-digit PIN].
4. Press **1** to clock in at the beginning of your shift.
5. Press **2** to clock out at the end of your shift.
6. Press **3** to log break times (if applicable).

System Notes:

- All calls are time-stamped in RingTell logs for payroll verification.
- Missed punches must be reported within **24 hours** to the Operations Manager.
- Weekly timesheets will be generated from the RingTell log and cross-verified with submitted invoices.

WELCOME ABOARD!

