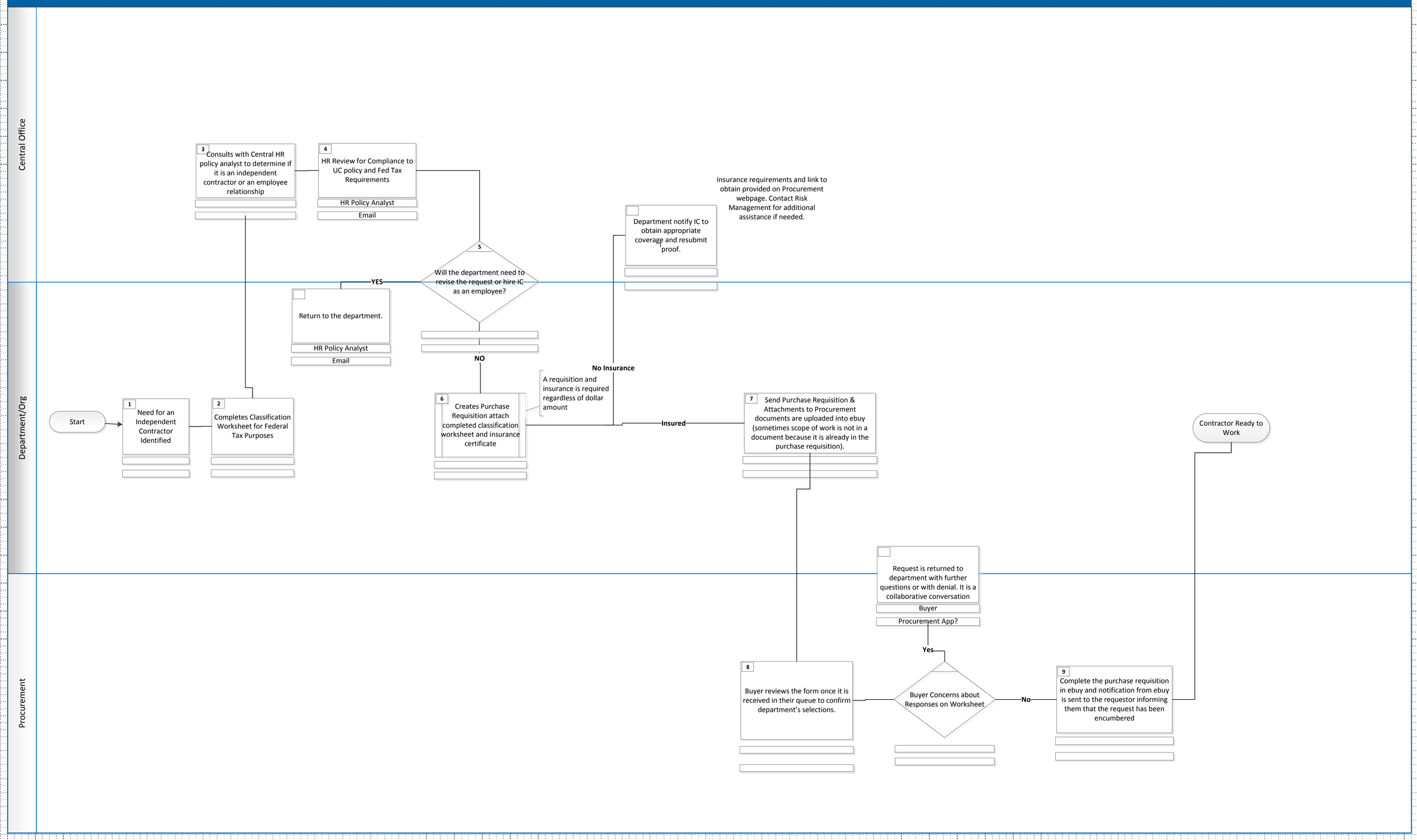Independent Contractor Local Proceedure V 1.0