

# Independent Contractor's Agreement

Date \_\_\_\_\_

Dear \_\_\_\_\_:

The following will outline our agreement and summarize the terms of the arrangement that we have discussed.

You have been retained by \_\_\_\_\_ as an independent contractor for the project of

\_\_\_\_\_.

You will be responsible for successfully completing the above-described project according to specifications and within the policy guidelines discussed.

The project is to be completed by \_\_\_\_\_ (date) at a cost not to exceed \$\_\_\_\_\_.

You will invoice us for your services rendered at the end of each month.

We will not deduct or withhold any taxes, FICA or other deductions that we are legally required to make from the pay of regular employees. As an independent contractor, you will not be entitled to any fringe benefits, such as unemployment insurance, medical insurance, pension plans or other such benefits that would be offered to regular employees.

During this project, you may be in contact with or directly working with proprietary information that is important to our company and its competitive position. All information must be treated with strict confidence and may not be used at any time or in any manner in work you may do with others in our industry.

If you agree to the above terms, please sign and return one copy of this letter for our records. You may retain the other copy for your files.

Agreed:

Independent Contractor \_\_\_\_\_ Date  
\_\_\_\_\_

Company Representative \_\_\_\_\_ Date  
\_\_\_\_\_