

Independent Contractor Agreement

Company: [Company name]

Contractor: [Contractor name]

Date: [Date]

1. Engagement

Company engages Contractor to provide the following services: [describe the work — e.g., "IT support and network maintenance services."]

2. Independent Contractor Status

Contractor is an independent contractor, not an employee, partner, or agent of Company. Contractor is solely responsible for their own taxes (including self-employment tax), insurance, and any employees or subcontractors Contractor uses to perform the work. Nothing in this agreement creates an employment relationship.

3. Compensation

Company will pay Contractor [Fee/rate, e.g., "\$75/hour" or "\$5,000 upon completion"]. Invoices are due [terms, e.g., "within 30 days of receipt"].

4. Term & Termination

This agreement begins on [Start date] and continues until the work is complete, unless terminated earlier. Either party may terminate with [Number, e.g., 14] days' written notice; Company pays for work completed through that date.

5. Equipment & Expenses

Contractor will supply their own tools and equipment unless otherwise agreed in writing.
[State whether expenses are reimbursed and under what terms.]

6. Ownership of Work

Upon full payment, work product created specifically for Company under this agreement belongs to Company.

7. Confidentiality

Contractor agrees to keep Company's confidential information private during and after this engagement.

8. Required Documentation

Contractor will provide a completed Form W-9 (or equivalent) before the first payment is issued.

Attach: [supporting document]

9. Liability & Insurance

Contractor is responsible for maintaining any insurance required to perform the work. Contractor's total liability under this agreement will not exceed the total fees paid by Company.

10. Governing Law

This agreement is governed by the laws of the State of [State].

Signatures

By signing below, each party agrees to these terms.

[Company name] ("Company")

Signature: _____ Printed name: _____ Date: _____

[Contractor name] ("Contractor")

Signature: _____ Printed name: _____ Date: _____

This template is a general starting point, not legal advice — customize it and have it reviewed for your situation.