

**BUSINESS CONTRACT / AGREEMENT**

THIS AGREEMENT is made by and entered into between \_\_\_\_\_  
(Sponsoring Organization)

whose address is \_\_\_\_\_

and \_\_\_\_\_, whose address is \_\_\_\_\_  
(Contractor)

\_\_\_\_\_.

**I. THE CONTRACTOR shall:**

1. Abide with the terms and conditions set forth in this agreement by:

a. Providing the following service: \_\_\_\_\_

b. At the following location(s): \_\_\_\_\_

c. Effective from: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_.

d. For a monetary value of: \$\_\_\_\_\_ per \_\_\_\_\_.

2. Submit an itemized invoice stating time spent performing the services, description of service or goods rendered and total amount of the invoice.

**II. THE SPONSORING ORGANIZATION shall:**

1. Pay the Contractor the amount due, as indicated by the invoice submitted by the Contractor, within (10) days of receipt.

2. Make available Program materials and information necessary to the execution of this agreement.

3. Retain this agreement for a period of three (3) years, or longer if an audit is in progress.

**III. TERMS OF AGREEMENT.** This agreement may be terminated upon written notice given by either party hereto to the other, at least thirty (30) days prior to the intended date of termination. By such termination, neither party may nullify obligations already incurred for performance or failure to perform prior to the date of the termination.

**IV. INDEPENDENT CONTRACTOR.** Both the Sponsoring Organization and the Contractor agree that the Contractor will act as an Independent Contractor in the performance of its duties under this agreement. Accordingly, the Contractor shall be responsible for payment of all taxes including Federal, State and local taxes arising out of the contractor's activities in accordance with this contract, including by way of illustration but not limitation, Federal and State income tax, Social Security taxes, unemployment insurance taxes, Gross Receipts taxes, and any other taxes or business license fees as required.

IN WITNESS WHEREOF, the parties hereto have executed this contractual agreement as of the dates indicated below.

\_\_\_\_\_  
Contractor Representative

\_\_\_\_\_  
Sponsor Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date