Independent Contractors Agreement

1. Indicate the date the agreement was entered into and the name of the Contractor/Consultant providing services on the Sponsored Project
2. Enter the start and end date of the agreement
   a. Be mindful that the contractor/consultant cannot begin work until this agreement is signed by all parties including the Executive Director/Designee in ASC
3. Write out a detailed description of the services to be provided (i.e. Scope of work or Deliverables)
4. Enter the total amount of the contract
5. Indicate invoicing terms
   a. No more than monthly and no less than quarterly is preferred
   b. ASC will not enter into a contract that states a portion of the contract is due upon signing contract (i.e. 25% of the contract due upon executing contract)
   c. ASC’s terms are Net 30 and will not sign an agreement that is less than Net 30
6. Indicate the Project Number
7. Obtain all appropriate signatures
8. Once approved by all parties a PO# will be assigned and the full amount of the contract will be encumbered on the project

*** Please note other papers were not included on this page but they are very important for the PI & contractor to read before entering into the agreement