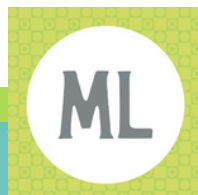


## INDEPENDENT CONTRACTOR AGREEMENT CHECKLIST

- Clearly define the scope of services provided by the contractor including specific deliverables, timelines and any deadlines.
- Specify the compensation to be paid to the contractor, whether it's a flat fee, hourly rate, and the payment schedule.
- Clarify which expenses, if any, will be reimbursed by the company such as travel expenses or materials necessary for the project.
- Establish ownership of any intellectual property created or used during the project, and include provisions for the use of any existing intellectual property belonging to the company or contractor.
- Require the contractor to maintain the confidentiality of any propriety or confidential information disclosed during the project, and prohibit the contractor from using such information for any purpose other than the project.
- Specify the length of the agreement and the conditions under which either party may terminate the agreement, including any notice requirements.



## INDEPENDENT CONTRACTOR AGREEMENT CHECKLIST

- Include contractor representations and warranties, such as that they have the necessary skills and qualifications to perform the services.
- Include an indemnification clause to protect the company from any liability arising out of the contractor's performance of the services.
- Specify the governing law and jurisdiction of the agreement, which may impact the enforceability of the agreement in case of a dispute.
- Prohibit the contractor from soliciting the company's customers or employees during the relationship and for a specified period after the termination of the agreement.
- Clarify that the contractor is an independent contractor, not an employee of the company, and is responsible for paying their own taxes and obtaining any necessary licenses or permits.

Disclaimer: The items in this checklist are not exhaustive and are provided for informational purposes only. This does not constitute legal advice or create an attorney-client relationship. Attorney advertising materials.

