

## Independent Contractor/ Consultant Agreement

### Principal details

- The type of entity the Principal is (i.e. sole trader, sole trader with business name, partnership, limited liability partnership or company).
- Principal's registered address.
- Individual(s) who will sign on behalf of Principal.
- Resources or services provided by Principal to Contractor/Consultant.

### Contractor/Consultant details

- The type of entity the Contractor/Consultant is (i.e. sole trader, sole trader with business name, partnership, limited liability partnership or company).
- Contractor/Consultant's home address.
- Services Contractor will provide.
- Necessary qualifications or licenses relevant to position.
- Resources or service provided by contractor/consultant to complete work.

### Agreement

- The date contractor/consultant begins providing service.
- Employment for fixed or non-fixed period.
- Notice period each party is required to give if terminating Agreement early.
- Number of consecutive days of failure to perform services when Principal can terminate contract.
- Number of days of Contractor/Consultant's absence (due to illness) Principal may wish to terminate contract.
- Whether contractor/consultant is able to transfer work to equally suitable person to perform services instead of contractor/consultant.
- Cost of contractor/consultant's fees.
- Details of agreed expenses Principal will reimburse contractor/consultant for.
- When invoices will be sent to Principal for payment and number of days Principal has to pay invoices by.
- Whether Principal is to own intellectual property right created by contractor/consultant as part of providing services.

To create a Independent Contractor Agreement document package, you need to provide the information listed to the left. Print this checklist out for convenience and gather the information before you start online.

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