CUSTOMIZABLE AS YOU SEE FIT

This is a contract entered into by **[YOUR COMPANY NAME]** (hereinafter referred to as "the Organization") located at **[YOUR ADDRESS]**, and **[CONTRACTOR NAME]** (hereinafter referred to as "the Contractor") located at **[CONTRACTOR ADDRESS]**, on this date, **[DATE]**.

The Organization hereby engages the Provider to provide services as described under "Scope and Manner of Services." The Provider hereby agrees to provide the Contractor with such services in exchange for consideration as described under "Payment for Services Rendered."

**Scope and Manner of Services**

**Example: [CONTRACTOR] is hereby contracted to provide services as a [POSITION] at [COMPANY NAME], [SITE NAME]. Responsibilities include: [LIST THE SERVICES TO BE PROVIDED HERE]**

Time Period: Start and End date

Payment for Services Rendered You can state pay rate, not to exceed x number of hours per week, etc.

The Organization shall pay the Contractor for services rendered according to the Payment Schedule attached, within **[NUMBER]** calendar days of the date on the Contractor’s invoice(s). Should the Organization fail to pay the Contractor the full amount specified in any invoice within **[NUMBER]** calendar days of the invoice date, a late fee equal to **[DOLLAR AMOUNT]** shall be added to the amount due and interest of **[PERCENTAGE]** per annum shall accrue from the calendar day following the invoice date.

This contract shall be governed by the laws of the County of **[COUNTY]** in the State of **North Carolina** and any applicable Federal law.

In witness of their agreement to the terms above, the parties or their authorized agents hereby affix their signatures:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 (Printed Name of Contractor)                   (Printed Name of Provider)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 (Signature of Contractor) and (Date)              (Signature of Provider) and (Date)