



**THEREFORE, IN CONSIDERATION OF THE FOREGOING REPRESENTATIONS AND THE FOLLOWING TERMS AND CONDITIONS, THE PARTIES AGREE:**

**PROFESSIONAL SERVICES TO BE PERFORMED.** Marymount Manhattan College engages *Independent Contractor* to perform the following tasks or services:

\_\_\_\_\_.

**TERMS OF PAYMENT:** Marymount Manhattan shall pay *Independent Contractor* according to the following terms and conditions:

- Professional Services performed by the *Independent Contractor* will be compensated \_\_\_\_\_ dollars (\$ \_\_\_\_\_) within fourteen (14) business days of the commencement date indicated above
- Reimbursable expenses for reasonable, out of pocket, documented expenses related to the professional services performed  are  **are not** eligible for reimbursement under this agreement. If eligible, Marymount Manhattan College will reimburse *Independent Contractor* for documented expenses incurred up to, and not exceeding, \_\_\_\_\_ Dollars (\$ \_\_\_\_\_) in aggregate. Any expenses exceeding this limit must be approved in writing by \_\_\_\_\_ in order to be eligible for reimbursement. Receipts and supporting documentation must be submitted on or before the Termination Date indicated below to be eligible for reimbursement.

**SUPPLIES** - *Independent Contractor*, with the exception of reimbursable expenses outlined above, shall supply all equipment, tools, materials and supplies to accomplish the designated tasks.

**CONTROL** - *Independent Contractor* retains the sole and exclusive rights to control or direct the manner or means by which the work described herein is performed. Marymount Manhattan retains only the right to control the ends to insure its conformity with that specified herein.

**PAYROLL OR EMPLOYMENT TAXES** - Neither Federal, nor State, nor local tax of any kind shall be withheld or paid by Marymount Manhattan on behalf of *Independent Contractor* or the employees of *Independent Contractor*.

**WORKERS' COMPENSATION** - No workers' compensation insurance shall be obtained by Marymount Manhattan concerning *Independent Contractor* or *Independent Contractor's* employees. *Independent Contractor* shall comply with the worker's compensation laws with respect to *Independent Contractor* and *Independent Contractor's* employees.

**TERMINATION** - This agreement shall end on \_\_\_\_\_ and may not be terminated earlier (except for cause) without 30 days written notice from one party to the other.

Agreed to this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

By \_\_\_\_\_  
**Marymount Manhattan College**

By \_\_\_\_\_  
**Independent Contractor**

\_\_\_\_\_  
**Human Resource Approval**

\_\_\_\_\_  
**Business Office Approval**