

# Independent Contractors Agreement



PO Number \_\_\_\_\_  
(to be used by ASC Accounting Department)

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## INDEPENDENT CONTRACTOR AGREEMENT

THIS AGREEMENT is entered into on this \_\_\_\_\_ day of \_\_\_\_\_ between CSU Fullerton Auxiliary Services Corporation ("ASC"), and \_\_\_\_\_ ("CONTRACTOR")

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THE PARTIES MUTUALLY AGREE AS FOLLOWS:

1. Term of Agreement. This Agreement services rendered from \_\_\_\_\_.

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2. Services to be provided. The services to be performed by CONTRACTOR consist of the following:

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3. Compensation. CONTRACTOR will be compensated as follows:  
3.1 Amount: \_\_\_\_\_ dollars (\$\_\_\_\_\_).

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3.2 Invoicing and Timing of Payment: Payment will be made according to the following terms:

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3.3 Tax Withholding: Payment to Non-California Resident or Nonresident Alien CONTRACTOR performing services in California may be reduced by any required State Tax Withholding (7% for individuals) or Federal Tax Withholding (up to 30%), of \_\_\_\_\_.

3.4 This agreement is to be appropriate to ASC project number \_\_\_\_\_.

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IN WITNESS THEREOF, the parties have executed this Agreement on the day and year shown below.

CONTRACTOR

Print: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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Project Authorized Signer CSUF ASC EXECUTIVE DIRECTOR/DESIGNEE

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

## 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