

# *Independent Contractor Agreement*

This agreement is entered into on \_\_\_\_\_, by and between Mira Designs, hereby referred to as Subcontractor, and \_\_\_\_\_, hereby referred to as Contractor. Subcontractor and Contractor hereby agree to the following:

1. Subcontractor agrees to perform miscellaneous keyboarding and/or computer input services and/or desktop publishing services; and/or tape transcription from cassette tape(s); and/or resume services. In addition, subcontractor agrees to proofread work performed, correct errors at no charge or allow for a deduction from total invoice(Contractor error found when proofreading and/or found by Client or Contractor).

2. Subcontractor will commence and perform work on an "as needed" basis, and continue this work until completion of each individual assignment.

3. Contractor will provide Subcontractor with work assignment.  
Contractor will pay Subcontractor an amount agreed to by both parties after completion of assignment.

4. Subcontractor and Contractor understand that it is subcontractor's sole responsibility to provide all employment/income taxes, to include but not limited to: State and Federal Income Tax, Social Security, Worker's Compensation, and State Disability Insurance, arising out of or relating to this Agreement. Contractor does not provide sick leave, disability insurance, vacation pay or other benefits normally paid to an employee. This agreement is not intended as an employment agreement/contract between employee and employer. Contractor does not provide Public Liability Insurance for Subcontractor arising out of or relating to this Agreement.

5. Subcontractor agrees to type and present an invoice to \_\_\_\_\_ detailing and totaling the charges for all work performed. Subcontractor agrees to present a duplicate of client invoices to \_\_\_\_\_. Contractor will review the invoices and issue a check in payment for Subcontractor services.

6. Subcontractor will provide computer, transcriber, printer, and other equipment (tools of the trade) to perform assignments. Subcontractor is solely responsible for his/her own equipment and/or tools' maintenance, care, safety, and security and places no responsibility on Contractor for equipment belonging to Subcontractor.

7. Subcontractor will hold confidential all matters pertaining to Contractor's clients and not reveal this information to anyone. Subcontractor will not divulge information regarding Contractor's clients to others who might attempt to solicit Contractor's clients' business.

8. Subcontractor will not approach Contractor's clients in an attempt to compete with Contractor or solicit business from Contractor's clients.

9. Subcontractor agrees to treat as confidential, proprietary, and secret, any oral or written information relating to all operation procedures, methods of doing business, trade secrets, know-how, and related business concepts of the company, except with prior written consent of \_\_\_\_\_. Subcontractor agrees not to disclose to any person, firm, or corporation other than \_\_\_\_\_, any information concerning business secrets, services, products, prices, membership lists, customers, affairs, images, tapes, software, formulas, or business techniques of the \_\_\_\_\_.

10. Subcontractor agrees to meet the deadlines specified by Contractor.

11. Should Subcontractor be unable to complete scheduled assignment on time due to an emergency or illness, Contractor will be notified as soon as possible.

\* Contractor and Subcontractor have agreed on \$\_\_\_\_ per hour for services for this project.

\_\_\_\_\_  
Subcontractor Date

W14849 Scotch Pine Rd., Fairchild, WI 54741 715-563-1459

Subcontractor's address, phone number

\_\_\_\_\_  
Contractor's name and business name Date