

**UNIVERSITY OF NORTH ALABAMA
Contractor/Consultant Agreement**

This agreement, together with the detailed information provided in the referenced attachments (if any), constitutes the entire consulting agreement between the University of North Alabama (UNA) and _____ hereinafter referred to as the consultant and supersedes all prior agreements, either written or verbal. Consultant is not an employee or agent of UNA and is a private contractor. Further, consultant agrees to indemnify, defend, and hold UNA harmless along with its trustees, officers, and employees for and from suit, liability, injury or other loss arising from the acts of the contractor, whether as the result of negligence or otherwise.

****A CHECK WILL BE MAILED WITHIN TWO WEEKS OF JOB COMPLETION AND RECEIPT OF INVOICE, UNLESS OTHERWISE NOTED**

NAME: _____

ADDRESS: _____

START DATE: _____ **END DATE:** _____

SECTION 1 - DESCRIPTION OF SERVICES: _____

SECTION 2 - PAYMENT RATE AND TERMS:

\$ _____ ONE TIME PAYMENT OR

\$ _____ PER HOUR FOR _____ HOURS PER WEEK FOR _____ WEEKS

WILL UNA BE PAYING OR REIMBURSING TRAVEL EXPENSES? NO: ****YES:** ****IF YES, PROVIDE DETAIL IN SECTION 5**

SECTION 3 - ACCOUNT NUMBER: _____

SECTION 4 - CONSULTANT QUALIFICATIONS: _____

SECTION 5 - ADDITIONAL CONDITIONS OR TERMS

THE SIGNATURES BELOW INDICATE ACCEPTANCE OF THIS AGREEMENT AS OF THE DATE SPECIFIED.

CONSULTANT

UNIVERSITY OF NORTH ALABAMA

Signed: _____

Signed: _____

Name: _____

Name: Evan Thornton

Phone: _____

Title: Vice President for Business and Financial Affairs

Email: _____

Date: _____

Date: _____

Social Security #: _____

Date: _____

DEPARTMENT CHAIR

Date: _____

DEAN

REQUIRED DOCUMENTS

W-9 FORM

TEACHER RETIREMENT DECLARATION FORM

STATE OF ALABAMA DISCLOSURE FORM FOR PAYMENTS OF \$5,000 OR MORE

INVOICE UPON PROJECT COMPLETION