

# Guildford Computers and Networks

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Independent Contract Agreement

This Agreement is entered into as of the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, between [company name] ("the Company") and Guildford Computers and Networks ("the Contractor").

1. **Independent Contractor.** Subject to the terms and conditions of this Agreement, the Company hereby engages the Contractor as an independent contractor to perform the services set forth herein, and the Contractor hereby accepts such engagement.

2. **Duties, Term, and Compensation.** The Contractor's duties, term of engagement, compensation and provisions for payment thereof shall be as set forth in the estimate previously provided to the Company by the Contractor and which is attached as Exhibit A, which may be amended in writing from time to time, or supplemented with subsequent estimates for services to be rendered by the Contractor and agreed to by the Company, and which collectively are hereby incorporated by reference.

3a. **Expenses.** During the term of this Agreement, the Contractor shall bill and the Company shall reimburse [him or her] for all reasonable and approved out-of-pocket expenses which are incurred in connection with the performance of the duties hereunder. Notwithstanding the foregoing, expenses for the time spent by Contractor in traveling to and from Company facilities shall not be reimbursable.

3b. **Potential Expenses** – In the Customers interest the Contractor may occasionally be required to pursue ad-hoc improvisations and may therefore be subjected to further purchase of non-quoted yet essential materials, services or labour. This clause can only be exercised by the Contractor if/when the Contractor is working under strict deadlines and has been delayed by either the Company employed staff, 3<sup>rd</sup> party contractors or any other forces that are beyond the control of the Contractor or its affiliates. The Contractor reserves the right to purchase ad-hoc stock and/or labour up to the value of 50% of the original quote or a maximum of £1000 (dependant on the lowest value of the two) without consultation or approval by the Company. The Company reserves the right to request material receipts on all VAT paid items by the Contractor under this rule.

The Contractor must not add additional expenses in the event of hardware failure or damage caused by its staff or its affiliates; failure or insurance of such events must be priced into the original quote accordingly, if at all. All parts supplied or recommended by the Contractor must be maintained or replaced by the Contractor completely free of charge until the product warranty expires. If a valid warranty covered product requires re-configuration due to a change in infrastructure or additional extensions (such as a new gateway added to a network) or if it is apparent that a Contractor supplied product has been moved, damaged, water damaged, tampered with or re-configured by a 3<sup>rd</sup> party other than the Contractor or its affiliates then the Contractor reserves the right to invoice for the full installation, repair, re-configuration or product replacement and labour.

3c. **Compensation Expenses.** – Where the Contractor relies on entry to the Customer premises via a 3<sup>rd</sup> party yet access is impossible within 1 hour of any given scheduled date and time then the Contractor reserves the right to charge an additional £100 daily rate per employed member of staff plus an additional £100 to each Company approved affiliate (if any) that had been arranged by the Contractor on the Companies behalf. This small fee serves to contribute towards the loss of earnings, transport fees and also to preserve the relationship of the Contractor with its existing affiliates. This clause is waived in the event of natural disasters, extreme weather conditions or at the Contractor and/or its affiliate's discretion.

4. **Written Reports.** The Company may request that project plans, progress reports and a final results report be provided by Contractor on a monthly basis for Contracts that span over a period of two or more months. A final results report shall be due at the conclusion of the project and shall be submitted to the Company in a confidential written report at such time. The results report shall be in such form and setting forth such information and data as is reasonably requested by the Company.

5. **Inventions.** Any and all inventions, discoveries, developments and innovations conceived by the Contractor during this engagement relative to the duties under this Agreement shall be the exclusive property of the Company; and the Contractor hereby assigns all right, title, and interest in the same to the Company. Any and all inventions, discoveries, developments and innovations conceived by the Contractor prior to the term of this Agreement and utilized by [him or her] in rendering duties to the Company are hereby licensed to the Company for use in its operations and for an infinite duration. This license is non-exclusive, and may be assigned without the Contractor's prior written approval by the Company to a wholly-owned subsidiary of the Company.

6. **Confidentiality.** The Contractor acknowledges that during the engagement [he or she] will have access to and become acquainted with various trade secrets, inventions, innovations, processes, information, records and specifications owned or licensed by the Company and/or used by the Company in connection with the operation of its business including, without limitation, the Company's business and product processes, methods, customer lists, accounts and procedures. The Contractor agrees that [he or she] will not disclose any of the aforesaid, directly or indirectly, or use any of them in any manner, either during the term of this Agreement or at any time thereafter, except as required in the course of this engagement with the Company. All files, records, documents, blueprints, specifications, information, letters, notes, media lists, original artwork/creative, notebooks, and similar

items relating to the business of the Company, whether prepared by the Contractor or otherwise coming into [his or her] possession, shall remain the exclusive property of the Company. The Contractor shall not retain any copies of the foregoing without the Company's prior written permission. Upon the expiration or earlier termination of this Agreement, or whenever requested by the Company, the Contractor shall immediately deliver to the Company all such files, records, documents, specifications, information, and other items in [his or her] possession or under [his or her] control. The Contractor further agrees that [he or she] will not disclose [his or her] retention as an independent contractor or the terms of this Agreement to any person without the prior written consent of the Company and shall at all times preserve the confidential nature of [his or her] relationship to the Company and of the services hereunder.

**7. Conflicts of Interest; Non-hire Provision.** The Contractor represents that [he or she] is free to enter into this Agreement, and that this engagement does not violate the terms of any agreement between the Contractor and any third party. Further, the Contractor, in rendering [his or her] duties shall not utilize any invention, discovery, development, improvement, innovation, or trade secret in which [he or she] does not have a proprietary interest. During the term of this agreement, the Contractor shall devote as much of [his or her] productive time, energy and abilities to the performance of [his or her] duties hereunder as is necessary to perform the required duties in a timely and productive manner. The Contractor is expressly free to perform services for other parties while performing services for the Company. For a period of six months following any termination, the Contractor shall not, directly or indirectly hire, solicit, or encourage to leave the Company's employment, any employee, consultant, or contractor of the Company or hiring any such employee, consultant, or contractor who has left the Company's employment or contractual engagement within one year of such employment or engagement.

**8. Right to Injunction.** The parties hereto acknowledge that the services to be rendered by the Contractor under this Agreement and the rights and privileges granted to the Company under the Agreement are of a special, unique, unusual, and extraordinary character which gives them a peculiar value, the loss of which cannot be reasonably or adequately compensated by damages in any action at law, and the breach by the Contractor of any of the provisions of this Agreement will cause the Company irreparable injury and damage. The Contractor expressly agrees that the Company shall be entitled to injunctive and other equitable relief in the event of, or to prevent, a breach of any provision of this Agreement by the Contractor. Resort to such equitable relief, however, shall not be construed to be a waiver of any other rights or remedies that the Company may have for damages or otherwise. The various rights and remedies of the Company under this Agreement or otherwise shall be construed to be cumulative, and no one of the them shall be exclusive of any other or of any right or remedy allowed by law.

**9. Merger.** This Agreement shall not be terminated by the merger or consolidation of the Company into or with any other entity.

**10. Termination.** The Company may terminate this Agreement at any time by 10 working days' written notice to the Contractor. In addition, if the Contractor is convicted of any crime or offense, fails or refuses to comply with the written policies or reasonable directive of the Company, is guilty of serious misconduct in connection with performance hereunder, or materially breaches provisions of this Agreement, the Company at any time may terminate the engagement of the Contractor immediately and without prior written notice to the Contractor.

**11. Independent Contractor.** This Agreement shall not render the Contractor an employee, partner, agent of, or joint venturer with the Company for any purpose. The Contractor is and will remain an independent contractor in [his or her] relationship to the Company. The Company shall not be responsible for withholding taxes with respect to the Contractor's compensation hereunder. The Contractor shall have no claim against the Company hereunder or otherwise for vacation pay, sick leave, retirement benefits, social security, worker's compensation, health or disability benefits, unemployment insurance benefits, or employee benefits of any kind.

**12. Insurance.** The Contractor will carry liability insurance (including malpractice insurance, if warranted) relative to any service that [he or she] performs for the Company. The Contractor holds £10m in Public Liability Insurance of which copies must be supplied to the Company prior to the commencement of work.

**13. Successors and Assigns.** All of the provisions of this Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, if any, successors, and assigns.

**14. Choice of Law.** The English Contract Law ([http://en.wikipedia.org/wiki/English\\_contract\\_law](http://en.wikipedia.org/wiki/English_contract_law) ) shall govern the validity of this Agreement, the construction of its terms and the interpretation of the rights and duties of the parties hereto.

**15. Arbitration.** Any controversies arising out of the terms of this Agreement or its interpretation shall be settled in accordance with the rules of the UK Arbitration Act 1998, and the judgment upon award may be entered in any court having jurisdiction thereof.

**16. Headings.** Section headings are not to be considered a part of this Agreement and are not intended to be a full and accurate description of the contents hereof.

17. **Waiver.** Waiver by one party hereto of breach of any provision of this Agreement by the other shall not operate or be construed as a continuing waiver.

18. **Assignment.** The Contractor shall not assign any of [his or her] rights under this Agreement, or delegate the performance of any of [his or her] duties hereunder, without the prior written consent of the Company.

19. **Notices.** Any and all notices, demands, or other communications required or desired to be given hereunder by any party shall be in writing and shall be validly given or made to another party if personally served, or if deposited in the Royal Mail, certified or registered, postage prepaid, return receipt requested. If such notice or demand is served personally, notice shall be deemed constructively made at the time of such personal service. If such notice, demand or other communication is given by mail, such notice shall be conclusively deemed given five days after deposit thereof in the Royal Mail addressed to the party to whom such notice, demand or other communication is to be given as follows:

*If to the Contractor:*

[name]  
[street address]  
[city, state, zip]

*If to the Company:*

[name]  
[street address]  
[city, state, zip]

Any party hereto may change its address for purposes of this paragraph by written notice given in the manner provided above.

Email notices may also be sent to the Contractors primary email account: ryan@guildfordcomputers.com

20. **Modification or Amendment.** No amendment, change or modification of this Agreement shall be valid unless in writing signed by the parties hereto.

21. **Entire Understanding.** This document and any exhibit attached constitute the entire understanding and agreement of the parties, and any and all prior agreements, understandings, and representations are hereby terminated and cancelled in their entirety and are of no further force and effect.

22. **Unenforceability of Provisions.** If any provision of this Agreement, or any portion thereof, is held to be invalid and unenforceable, then the remainder of this Agreement shall nevertheless remain in full force and effect.

IN WITNESS WHEREOF the undersigned have executed this Agreement as of the day and year first written above. The parties hereto agree that facsimile signatures shall be as effective as if originals.

[company name]

By: \_\_\_\_\_

Its: \_\_\_\_\_ [title or position]

Guildford Computers and Networks

By: \_\_\_\_\_

Its: \_\_\_\_\_ [title or position]

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## SCHEDULE A

### DUTIES, TERM, AND COMPENSATION

**DUTIES:** The Contractor will [describe here the work or service to be performed]. [He or she] will report directly to [name] and to any other party designated by [name] in connection with the performance of the duties under this Agreement and shall fulfill any other duties reasonably requested by the Company and agreed to by the Contractor.

**TERM:** This engagement shall commence upon execution of this Agreement and shall continue in full force and effect through [date] or earlier upon completion of the Contractor's duties under this Agreement. The Agreement may only be extended thereafter by mutual agreement, unless terminated earlier by operation of and in accordance with this Agreement.

**COMPENSATION:** (Choose A or B)

A. As full compensation for the services rendered pursuant to this Agreement, the Company shall pay the Contractor at the hourly rate of £25 per hour, with total payment not to exceed £25 per hour without prior written approval by an authorized representative of the Company. Such compensation shall be payable within 31 days. This clause is extended to 45 days for Local or Borough public sector services and also both public and private academic institutions.

B. As full compensation for the services rendered pursuant to this Agreement, the Company shall pay the Contractor the sum of \_\_£\_\_\_\_\_, excluding additional compensation subject to clause 3b if enforced to be paid within 31 days. This clause is extended to 45 days for Local or Borough public sector services and also both public and private academic institutions.