

Independent Contractor(s) Contract Requirement Check List

Use this checklist to ensure that all pertinent items of the contract are present. Attach to front of contract for approval by the President, Vice-President, or CFO.

Department	Approver	Item
<input type="checkbox"/>	<input type="checkbox"/>	Engagement start and end date
<input type="checkbox"/>	<input type="checkbox"/>	Legal name of Independent Contractor
<input type="checkbox"/>	<input type="checkbox"/>	Detail scope of engagement to include but not limited to: <ul style="list-style-type: none"> • Timeframe of project • Desired outcome of project • Right to inspect progress of work contracted
<input type="checkbox"/>	<input type="checkbox"/>	Detail payment terms
<input type="checkbox"/>	<input type="checkbox"/>	Statement of independence
<input type="checkbox"/>	<input type="checkbox"/>	Intellectual Property Rights (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	Insurance requirements (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	Confidentiality
<input type="checkbox"/>	<input type="checkbox"/>	Termination terms
<input type="checkbox"/>	<input type="checkbox"/>	Assignment terms
<input type="checkbox"/>	<input type="checkbox"/>	Indemnification clause
<input type="checkbox"/>	<input type="checkbox"/>	Use of Mott Community College's name

Comments:

Requesting Department: _____ Name: _____