

COM205 Contract for

- as individual

Drafting note: this document
However, safely use
"Charity", describes
document

"Client" as the employer.
All employers, so you may
and replace "Client" by
" " or whatever word best
provided at the end of the



COM205

Contract

writing (individual)



COM205

Contract

Writing - individual

This agreement is dated: [date]

It is made between [Client name]

("the Client")

And

[Writer's name] of [address]

("the Writer")

Definitions:

These definitions apply to the contract in this context requires a different interpretation:

context requires a different

"Assignment"

to be undertaken by the contract and fully described as other document and signed

"Confidential Information"

the Client without limit. It includes among the Client's staff, business, plans, policies, suppliers, Property. It includes s, agents, distributors or

"Intellectual Property"

every sort, whether or not country, including intellectual existence after today; and trade, unregistered marks, domain names, discoveries,

The terms of this Agreement

1 Purpose of Agreement

The purpose of this agreement is to define the relationship between the parties in connection with work done by the Writer for the Client.

relationship between the parties

2 Writer's status

contain a brief

ent by each person.

5.4 The Client will pay the Writer within 14 days of date of invoice.

ified in the invoice within 14

5.5 The Writer shall maintain and up-to-date records of the time spent on the work, both in respect of work charged by the Client at a fixed price. Time shall be recorded in the nearest unit.

and up-to-date records of
ent, both in respect of work
at a fixed price. Time shall
nearest unit.

5.6 The invoice shall include a list of the expenses the Writer has incurred in work on an Agency basis [and provided such expenses have been approved by the Client [or evidenced by receipts or vouchers]].

the expenses the Writer has
vided such expenses have
re evidenced by receipts or

OR

5.6 The Writer will not charge any expenses incurred by him in work on an Agency basis.

expenses incurred by him in

5.7 The Writer shall not charge more than once in any hour for work done in the hour. Such charges shall not exceed 5% in any year.

e to the Client and not more
rates for work charged by
n 5% in any year.

5.8 The Writer releases the Client from all interest in respect of the late payment of any amount due after judgment of the Court of the base rate from time to time of the Bank of England until receipt of payment.

ent interest in respect of the
reement (both before and
the base rate from time to
until receipt of payment.

6 Confidentiality

6.1 The parties agree that they will each have access to and be entrusted with confidential information of the other.

ey will each have access to
of the other.

6.2 The parties hereby agree that every employee or subcontractor who is involved in the performance of this contract shall be bound by the confidentiality provisions of this contract and shall endeavour to prevent the publication or disclosure of confidential information.

nd every employee or sub-
during and after termination
any person whatever or
endeavours to prevent the
formation.

6.3 Both the Writer and the Client shall take all such steps as may be necessary to ensure compliance with the provisions of this paragraph and to ensure that all relevant employees and subcontractors are aware of the provisions of this paragraph and to ensure that all such steps shall be necessary to ensure compliance with the provisions of this paragraph.

ke to the other to make all
ntractors aware of the
s of this paragraph and to
e be necessary to ensure
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7 Intellectual property

Intellectual property of any kind shall not be affected by this contract. During the term of this agreement ownership of Intellectual Property shall remain with the Client.

ot affected by this contract. During
ed in this agreement ownership of

This document has total 14 pages. Here preview is shown for first 6 pages only.