

Short Form Service Agreement for Miscellaneous Services

THIS SERVICE AGREEMENT, entered into by Liberty University (“Liberty” or “LU”) and the Contractor named below, documents the entire understanding of the parties regarding the services and compensation to be provided. This agreement becomes effective only when signed by the contractor and an authorized Liberty representative.

NAME AND ADDRESS OF “CONTRACTOR” (CONTRACTOR MAY NOT BE A CURRENT LU EMPLOYEE)

Name of Contractor

Address

Address

City/State/Zip Code

Phone Number/Fax Number/E-mail

NAME AND ADDRESS OF LU DEPARTMENT

Liberty University

Department, Unit or Division Name

Address

City/State/Zip Code

Department, Unit or Division Contact

1. SCOPE OF SERVICES: Contractor shall perform all services below for the compensation indicated in Section 2 (Complete all that apply):

Name of Project: _____ Location(s): _____

Description of Services: _____

Date(s): _____ Time(s): _____

Contractor agrees to provide the following equipment/items for this agreement (if any): _____

University agrees to provide the following equipment/items for this agreement (if any): _____

Only the following attachments are part of this agreement: _____

2. COMPENSATION: Contractor will be paid \$ _____ per hour for _____

for a total of \$ _____ or a lump sum amount of \$ _____. In addition, Liberty University will be responsible for providing or reimbursing for the following (*LU will not be liable for reimbursements requested more than 60 days after the date of service stated in Section 1, above*):

3. TERMS OF PAYMENT (Department, Unit or Division representative may select one of the following, if applicable. Payment 30 days after receipt of invoice unless otherwise indicated):

- Payment to the contractor within 30 days after date of service.
- Other _____

A valid, signed W-9 (W-8BEN for international personnel) must be on file with LU Accounts Payable before payment is made. Contractor is an independent contractor and will be responsible for withholding and/or paying all applicable state, local and federal taxes associated with this agreement.

4. INDEMNIFICATION: Contractor shall indemnify, save harmless and defend Liberty, its officers and employees from all liability, including costs and expenses, for all actions or claims resulting from injuries or damages sustained by any person or property arising directly or indirectly as a result of any error, omission, or negligent act of the Contractor, subcontractor, or anyone directly or indirectly employed by them in the performance of this agreement. Contractors’ activities will be at its own risk and Contractor is given notice of its responsibilities to guard against physical, financial, and other risks as appropriate.

5. TERMINATION: This contract may be terminated at no cost to either party upon _____ days written notice prior to the date of service stated in Section 1, above (30 days unless otherwise indicated). This contract may also be terminated in whole or in part if Contractor fails to deliver work products or perform services under this contract to the satisfaction of Liberty within the specified time.

6. NOTICES: Any notices or requests required or permitted to be given hereunder must be sent by certified or registered mail, return receipt requested, or by a nationally recognized overnight delivery service addressed to the addresses listed above.

7. OTHER: This contract is governed and construed by laws of the Commonwealth of Virginia, federal laws, local laws, and regulations and ordinances applicable to the work performed. The Contractor shall be cognizant and shall at all times observe and comply with such laws, regulations, and ordinances which in any manner or in any way affect the performance of this contract.

8. INSURANCE: The responsible Purchasing Officer may require proof of applicable insurance prior to job performance.

Signature of Contractor

Date

Printed Name and Title

LU Signature (\$2500+ requires Procurement)

Date

Printed Name and Title