

## **INDEPENDENT CONTRACTOR AGREEMENT FOR SERVICES**

This Independent Contractor Agreement (hereinafter referred to as the “Agreement”), is effective the \_\_\_ day of \_\_\_\_\_, 20\_\_\_, by and between Paralegal Services (the “Independent Contractor”) and \_\_\_\_\_ (hereinafter referred to as the “Client”), (collectively, the “Parties” and each a “Party”). Contract is entered into by and between Client and **406 Paralegal Services, LLC**.

WHEREAS, Client and Contractor desire to enter into a business relationship upon the terms and subject to the conditions as set forth in this Agreement; and

WHEREAS, each Party is duly authorized and capable of entering into this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants, representations, warranties, and obligations set forth herein, and other good and valuable consideration, the receipts and sufficiency of which is hereby acknowledged, the Parties agree as follows:

**1. Compensation.**

- a. **Rate of Pay.** **406 Paralegal Services, LLC** will bill its time at \$100/hour (including drafting documents, delivery of documents to the Court, emails, text messages, telephone calls, and in person meetings) for Client’s matter.
- b. **Pay Period.** Contractor will be paid for its services at the conclusion of the services.
- c. **Business Expenses.** Unless Client gives its prior written consent to the contrary, Contractor will NOT be reimburse Contractor for out-of-pocket and other such business expenses incurred in connection with carrying out Contractor’s duties and responsibilities, and Contractor will be solely responsible for paying these expenses itself.

**2. Contractor Services.** Contractor is being hired by Client to perform paralegal services. The services to be performed under this Contract, shall include the following:

- **Research and prepare Qualified Domestic Relations Orders**

In addition to any services specified by this agreement, Contractor shall have such job duties, change orders, and additional services, as may from time to time, be reasonably assigned to Contractor, by Client within the scope of the services or reasonably contemplated by this Agreement. Client and Contractor shall negotiate the terms of compensation for any additional services required by Client, if such additional services require substantially more time, effort or

expense by Contractor. Contractor is responsible for determining the method and means of performing the services, subject to the parameters, specifications, objectives and timeline given by Client. Contractor acknowledges by virtue of Contractor's position and responsibilities, Contractor will have fiduciary duties to Client and a duty of loyalty to Client, and will, at all times, act in a manner consistent with these duties and abide by Client's reasonable rules, regulations, instructions, and directions.

**3. Extent of Services.** During this Agreement, Contractor shall devote her time, energy and attention to the benefit and business of Client as may be reasonably necessary in performing the services pursuant to this Agreement.

**4. Relationship of the Parties.** Contractor is an independent contractor, not Client's employee, and nothing in this Agreement shall create an employment or partnership relationship between the Parties. In addition, nothing in this Agreement shall require the Parties to provide one another with confidential information or trade secrets in their respective possession.

**5. No Authority.** Unless Client otherwise gives its prior written authorization, Contractor shall have no authority to act as agent for Client, to represent Client, or bind Client in any manner.

**6. Subcontractors.** Without prior written consent from Client, Contractor may not use subcontractors to perform the services, such consent not to be unreasonably withheld by Client.

**406 PARALEGAL SERVICES, LLC**

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date