



# Woodburn School District Independent Contractor Service Agreement

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

It is hereby agreed by and between Woodburn School District #103 and the above named contractor/business to provide the following services or products to the satisfaction of the District:

Such services shall be performed or products delivered according to the following schedule or timeline:

Total compensation shall be: \$ \_\_\_\_\_ to be made at the completion of the work or upon delivery of the product, or on the following schedule or timeline:

I hereby agree to this Service Agreement as outlined above, with the Understandings as listed on the back.

\_\_\_\_\_  
Independent Contractor/Business Representative Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Project Director (Administrator) Signature

\_\_\_\_\_  
Date

Account Number: \_\_\_\_\_

### HR/Business Office Use Only

Final Project Approval:

\_\_\_\_\_  
Director of Human Resources Signature

\_\_\_\_\_  
Date

The above work/product, or portion thereof, has been completed to District satisfaction and payment in the amount of \$ \_\_\_\_\_ is authorized at this time.

\_\_\_\_\_  
Project Director (Administrator) Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Business Signature

\_\_\_\_\_  
Date

## UNDERSTANDINGS

Agreement between WSD and \_\_\_\_\_

**The Parties agree to the following Understandings:**

- 1. The contractor is or represents an established business with the required business license (list type here and attach a copy):**

\_\_\_\_\_

**and the fiduciary I.D. # (list here):** \_\_\_\_\_

- 2. The contractor may determine the means and methods of accomplishing the work or creating the product(s), including the person(s) to perform the work. Any specific individuals and tasks agreed upon are listed here:**

\_\_\_\_\_

\_\_\_\_\_

- 3. The contractor will furnish tools, equipment, and any materials necessary to perform the work.**
- 4. If required by the District, the contractor will be responsible for the expenses associated with criminal background checks on any employees of the business, including the contractor. The District reserves the right to require that any individual be removed from the work site based on the results of the check.**
- 5. The compensation listed above is total compensation. The contractor will be responsible for any and all required taxes, social security payments, or other payments or benefits to the business or individual.**
- 6. The contractor is responsible for completing a W-9 form and submitting it to the Business Office along with this signed Agreement.**