DON’T KNOW HOW TO FILL OUT A ‘CONTRACT FOR SERVICES’ FORM?!?

LET US HELP YOU!
Provide the date contract is filled out.

Provide the name or company name of service.

FOLLOW NUMBERED ARROWS

1. Provide the date contract is filled out.

2. Provide the name or company name of service.

3. Follow the numbered arrows to complete the contract.

Contract for Services

Massachusetts College of Liberal Arts
375 Church Street
North Adams, MA 01247
Tel: 413-662-5529
Fax: 413-662-5010

This agreement made and entered into this day of ____________ by and between _______________ (vendor name, hereinafter called Contractor), and Massachusetts College of Liberal Arts (herein called College), an agency of the Commonwealth of Massachusetts. Whereas the College desires to enter into a contract for services to be provided by the Contractor and the Contractor represents him/herself as competent and qualified to accomplish the specific requirements of this contract to the satisfaction of the College, therefore this contract is entered into under the following conditions:

1. The Contractor agrees to perform the following services: (Use additional sheet if necessary)

   EXAMPLE: DJ Hart will provide entertainment from 8pm-12am in Church Street Center on April 23, 2018 for Dance Company’s end of the year formal.

2. Terms of the contract from: ______________ to: ______________ (completion date, maximum of one fiscal year)

4. Provide both the start date and end date of the requested service(s).

5. Follow the numbered arrows to complete the contract.
To the right of arrow #1, fill in SGA/ the club requesting services. To the right of arrow #2, provide total payment for the services requested.

3. College department of assignment: ____________________________________________

4. Payment Account #: ________________________________________________________

5. Total payment shall not exceed: ____________________________________________
   a. The College shall compensate the contractor for the services at the rate of __________ per __________ (hour, week, semester, project)
   b. Reimbursement for travel:
      ______ All travel and meals are part of this contract. No reimbursement will be made.
      ______ Contractor will be reimbursed for pre-approved travel in an amount not to exceed $___________ (receipts must be submitted)

6. Terms and conditions are printed on the attached page of this contract or expressly incorporated and made a part of this agreement by the mutual consent of the parties.
**PLEASE PROVIDE THE CORRECT INFORMATION**

IF REQUESTING FOR THE SERVICE OF A **COMPANY**, PLEASE FILL OUT THE **LEFT COLUMN**

IF REQUESTING FOR THE SERVICE OF AN **INDIVIDUAL**, PLEASE FILL OUT THE **RIGHT COLUMN**

<table>
<thead>
<tr>
<th>Signed:</th>
<th>Massachusetts College of Liberal Arts</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Approved by: MCLA Department Head Date</td>
</tr>
</tbody>
</table>

**Contracting Company:**

- **Name (print):**
- **Signature:**
- **FEIN:**
- **Company Address:**
- **Tel:**

**Contracting Individual:**

- **Name (print):**
- **Signature:**
- **SS #:**
- **Home Address:**
- **Tel:**

After finished filling out form, please hand into **AMANDA SCHULER** who will send contract to the vendor for further processing.
CONTRACT FOR SERVICES

Massachusetts College of Liberal Arts
376 Church Street
North Adams, MA 01247
Tel: 413-662-0529
Fax: 413-662-0510

3/19/18

Marcus Baskerville

This agreement made and entered into this day of _____________, 2018, by and between (vendor name, hereinafter called Contractor), and Massachusetts College of Liberal Arts (herein called College), an agency of the Commonwealth of Massachusetts. Whereas the College desires to enter into a contract for services to be provided by the Contractor and the Contractor expresses its intent to render such services as are hereinafter specified and agreed upon to accomplish the specific requirements of this contract to the satisfaction of the College, therefore this contract is entered into under the following conditions:

1. The Contractor agrees to perform the following services: (Use additional sheet if necessary)

DJ for the Nexus 10 Year Anniversary Dance on March 24th, 2018 from 10pm-1am in the MCLA Venable Gym. Set up at 9pm and Break Down at 1am. DJ will provide own equipment.

2. Terms of the contract: 3/24/18 to 3/25/18 (completion date, maximum of one fiscal year)

3. College department assignment: SGA/Nexus

4. Payment Account #: 

5. Total payment shall not exceed: $450.00

a. The College shall compensate the contractor for the services at the rate of $450.00 per project

b. Incentive for travel: $X

6. Termination of this contract: The contractor and the College must notify each other in writing 30 days prior to the effective date of termination stated in the notice.

7. Records: The contractor shall maintain books, records and other compilations of data pertaining to the performance of the provisions and requirements of the contract to the extent of and such detail as shall be required to prepare substantiable claim for payment under the contract. The College, the Secretary of Administration and Finance, the President of the College and the State Auditor, or their designees, shall have the right at reasonable times to examine and copy, at reasonable expense, the books, records and other compilations of data of the Contractor which pertain to the provisions and requirements of this contract.

8. Publicity: All publicity material to be approved by the President of the College.

9. Appointment by Class Reunion Committee: The Contractor shall not be required to appear in the performance of this contract unless the College determines that the services are necessary.

Massachusetts College of Liberal Arts

Approved by:

MCLA Department Head

Date

MCLA President/Vice President/Dean

Date

Contracting Company:

Name (print): Marcus Baskerville

Signature: 

FEIN: 

Company Address:

23 Concord Sq

Bost, MA 02115

Tele: 857-234-1386

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**THIS WILL NOT BE A FORMAL CONTRACT UNTIL DEPARTMENT APPROVED**

Additional Info Needed:

**W9 FORM REQUIRED**

**RESUMÈ RECOMMENDED!**