

XX August 2014

NAME  
ADDRESS  
ADDRESS

Dear NAME:

This letter serves to confirm our conversation concerning your work on PROJECT for the INSTITUTION NAME and DEPARTMENT NAME.

Your curatorial work in Fiscal Year XXXX (OR LIST DATE RANGES) includes, but is not limited to,

- Responsibility 1
- Responsibility 2
- Responsibility 3
- Etc.

The INSTITUTION expects to pay \$\$\$\$\$, in regular installments (\$\$\$\$\$ on DATE, \$\$\$\$\$ on DATE and \$\$\$\$\$ on DATE), for your services through the completion of PROJECT, which ends on DATE. Should the project be cancelled, you'll be paid for the work you've completed. Your title will be Consulting TITLE, DEPARTMENT, and you can and should use this INSTITUTION title to do your work with other institutions. We look forward to your active work in conjunction with the PROJECT during the year ahead.

The work described in this letter will be performed by you as a private independent contractor, and as such, you will not be an employee of the INSTITUTION. It is also understood that it is your obligation to pay all income and social security taxes required by state and federal laws which apply to the self-employed. The INSTITUTION shall report your compensation on Federal Form 1099. The INSTITUTION will reimburse you for all pre-approved out-of-pocket expenses upon your submission of invoices and receipts. Please forward them to NAME, Department Coordinator, in the DEPARTMENT, who will forward them to the comptroller for reimbursement.

Please countersign a copy of this contract as written confirmation of our agreement.

I look forward to working with you on this installation.

Sincerely,

CHAIR  
TITLE  
DEPARTMENT  
INSTITUTION

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CONTRACTOR NAME

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Date

For Reference Only