



**Continue**

## Client Service Agreement

This Service Agreement (the "Agreement") is made and entered into as of \_\_\_\_\_ (the "Effective Date") between [BUSINESS NAME, LLC] (the "COMPANY"), a [SOLE PROPRIETORSHIP/LLC] business located in [STATE] performing [Type of Services] services, and \_\_\_\_\_ (the "Client") (collectively, the "Parties"). Additional terms are set forth in Exhibit A, Client Timeline; it is incorporated here by reference and can be amended upon the written consent of both parties (email is acceptable). In the event of a conflict between the terms of the Client Timeline and the terms of this Agreement, the terms of this Agreement shall prevail.

### 1.0 Term and Termination:

**1.1** This Agreement takes effect immediately as of the Effective Date, and it remains in full force and effect until the Company has completed the Services (the "Term"), unless terminated under the terms of this Agreement.

**1.2** The Parties may terminate this Agreement without cause, by [sixty] days' prior written notice by either party and may be subject to termination fees as detailed in paragraph 12.

### 2.0 Services:

**2.1** During the Term, the Company will provide the following services (as listed here and in the Client Timeline, as applicable) as needed (the "Services"), or other such services as mutually agreed upon in writing by the Parties.

**2.2** The Company shall provide the necessary equipment to perform the following Services (including, but not limited to):

- A.** [LIST THE SERVICES THE SERVICE PROVIDER COMPANY WILL BE PROVIDING. THE MORE SPECIFIC ON THE DELIVERABLES, THE BETTER. Ex. Graphic design services, photography services, personal assistant services, web developer services, copywriter services.]
- B.** [Ex. Create a 12-page brand deck.]
- C.** [Ex. Execute a styled shoot with 30 final photos.]
- D.** [Ex. Provide SEO services for website with a 10-page summary of recommendations.]
- E.** [Ex. Perform social media manager services, with monthly reports.]
- F.** [Redesign website.]

## Consultant Pharmacists Service Agreement

This Service Agreement is entered and effective on \_\_\_\_\_ 2008, by and between \_\_\_\_\_ (consultant pharmacist) and \_\_\_\_\_ (appointed contractor for contracting pharmacy) on behalf of \_\_\_\_\_ (contracting pharmacy). The parties agree as follows:

### Consultant Pharmacist Responsibilities

1. Provide the contracting pharmacy with a schedule of availability to meet with patients.
2. Provide a script for the contracting pharmacy staff to use to set up appointments with patients.
3. Complete all Mirixa on-line training prior to appointments with patients.
4. Provide self transportation to the contracting pharmacy.
5. Meet with patient at designated appointment for a face-to-face visit.
6. Comply with all HIPAA statutes and regulations governing the confidentiality of medical records.
7. Complete the medication review in accordance with Mirixa guidelines:
  - a. Review and update the data inputted by the contracting pharmacy regarding allergies, conditions, and all Rx & OTC Medications prior to reviewing medications for interventions
  - b. Resolve all drug-drug, drug-food, drug-disease interaction alerts
  - c. Resolve all formulary alternative alerts
  - d. Resolve unnecessary therapeutic duplications
  - e. Complete all chart notes (interventions, SOAP notes, patient instructions)
  - f. Quantify the number of interventions
  - g. Provide the patient with a Personal Medication Record (PMR)
  - h. Provide the patient with a Medication Action Plan (MAP), in easy to understand terms
  - i. Document, authorize and bill for the patient cases

### Contracting Pharmacy Responsibilities

1. Contract with Mirixa, if the contracting pharmacy has not already done so
2. Add a new user account for the consultant pharmacist, allowing for access to the database
3. Assign a pharmacist or pharmacy technician to call the patients to set up appointments with the consultant pharmacist, based on the consultant pharmacist's availability.
  - a. Advise the patients on items to bring to the appointment (ie. All medications, recent lab results, etc).
  - b. Verify and/or update patient personal information in the web-based tool (ie. Date of birth, spelling of name, address, contact information, patient representative information, etc).
  - c. Ask the patient about their allergy, condition, and medication information and input this into the web-based tool, to give the consultant pharmacist a basic profile of which to work from and to prepare for the appointment.
4. Call patients to remind them of a scheduled appointment.
5. Provide the consultant pharmacist with a private or semi-private area to conduct the visit
6. Provide internet access for the consultant pharmacist if available

**Sales & Leasing Consultant Employment Agreement**

Sales Consultant:..... Dealer:.....

**Salesperson's Duties and Responsibilities**

- A. Sales Consultant must be on time for floor duty and sales meetings. The showroom must have available sales staff at all times – it is your responsibility to ensure another member of the sales team is on hand before taking breaks or finishing your shift.
- B. Any requests for a shift change or time off must be cleared through department management prior to the time in question.
- C. All vacation requests must be approved by management on a first come – first served basis.
- D. When requested, all sales personnel are required to attend car shows and special promotions outside the dealership unless absence is approved by management in advance.
- E. The Sales Consultant shall comply with all regulations outlined in the Saskatchewan Motor Vehicle Dealer Act and any other provincial or federal legislation regulating the sale of motor vehicles. The Sales Consultant will be responsible for any loss or damages to the company arising from such violation.
- F. The Sales Consultant shall be neat and professional in appearance and shall conduct himself or herself in a manner befitting a professional environment at all times.
- G. It is the responsibility of the Sales Consultant to ensure that the vehicle is properly and thoroughly cleaned, that all options are installed as required and all customer documentation is ready prior to the arrival of the customer to pick up his or her new vehicle.
- H. At no time shall the Sales Consultant handle monies remitted by the customer as deposit or settlement. It is the responsibility of the Sales Consultant to ensure the Business Office Manager or a Sales Manager is present for any and all financial transactions.
- I. Complaints received from customers on a continual basis will result in immediate dismissal for just cause.
- J. The Dilawri Automotive Group offers and promotes a smoke free environment. The Sales Consultant is required to adhere to this rule and to smoke ONLY in the areas designated for smoking. Excessive or extended smoking breaks will result in a written

**SALES REPRESENTATIVE AGREEMENT**

This Sales Representative Agreement (the "Agreement") is made and entered on \_\_\_\_\_, \_\_\_\_\_, by and between Vieth Consulting, LLC (the "Company") and \_\_\_\_\_ ("Sales Representative") (collectively referred to as the "Parties").

The Parties agree as follows:

**1. SERVICES:**

A. The Company shall engage Sales Representative to sell and promote as its authorized  exclusive agent or  non-exclusive agent *(check one)* the following services or products of the Company, which may be changed by the Company for time to time: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

(the "Products"). The Company shall, in its sole discretion, determine the sales price and terms of sale for the Products.

B. Sales Representative, except as directed by the Company, shall determine the method, details, and means of performing the services described above; however, Sales Representative agrees to devote a minimum of \_\_\_\_\_ hours per week to said services.

C. Sales Representative also shall periodically or at the Company's request, submit documentation of the services performed by the Sales Representative on behalf of the Company pursuant to this Agreement. From time to time, the Company may establish performance goals for Sales Representative, and the failure to reach such performance goals may be cause for termination of this Agreement.

LAND TOGETHER WITH PREMISES SALE AND PURCHASE AGREEMENT

This Agreement is made and entered into at on, by and between:

A. Mr/Ms/Miss...years of age... Limited Partnership, by its authorized signatory... Company Limited, by its authorized signatory, with its residing at, its principal office is located at No... Moo... Trak/Soi... Road, Khwaeng/Tambol... Khet/Amphoe... Province, holder of passport no. issued at... hereinafter referred to as the "Seller"; and

B. Mr/Ms/Miss...years of age... Limited Partnership, by its authorized signatory... Company Limited, by its authorized signatory, with its residing at, its principal office is located at No... Moo... Trak/Soi... Road, Khwaeng/Tambol... Province, holder of passport no. issued at... hereinafter referred to as the "Buyer".

The parties hereto agree as follows:

Clause 1. Objective of Agreement

The Seller agrees to sell and the Buyer agrees to buy land, title deed no. land no. survey page no. Tambol Amphoe... Province, including any component part, any annual, any crop, any fruit, or any accessory in the land, covering the total area of... Rai, ... Ngan, ... sq. Wah, including premises in the said land, which premises is... the details of which appear in the documents attached and incorporated by reference into this Agreement, hereinafter referred to as the "Premises".

Clause 2. Price and Payment

The parties agree that the price of the Premises amounts in total to Baht... The Buyer agrees to make the payment on...

The Premises pursuant to this Agreement is measured by the Seller at the Seller's expense. In the event the parties find that the amount of the total area as specified in Clause 1 increases or decreases, the Buyer agrees to pay the proportionate price at the rate of... Baht per sq. Wah.

Clause 3. Assignment of Title to Land

3.1 The Seller agrees to assign the title to the Premises to the Buyer or any person specified by the Buyer at... Provincial Office of Lands, ... Branch, no later than... and the Seller will notify

Sales consultant contract template

Sales contract examples. Contract consultant salary. How to write a sales contract.

This Sales Consultant Agreement ("Agreement") is entered into and made effective as of the day of 201 ("Effective Date") by and between [NAME OF BUSINESS ENGAGING THE SALES CONSULTANT] ("Company") a [STATE OF ORGANIZATION] corporation, having a principal place of business at [ADDRESS] and [NAME OF SALES CONSULTANT] ("Sales Consultant") residing at [ADDRESS]. Each of Company and Sales Consultant may be referred to in this Agreement individually as a "Party" and collectively as the "Parties." WHEREAS, Company wishes to have Sales Consultant provide assistance to Company in soliciting, marketing, and selling certain of Company's products and/or services ("Services") to prospects and customers ("Clients") in the ("Territory"); and WHEREAS, Sales Consultant wishes to market the Services to Clients and represents possessing the necessary marketing capacity and abilities to do so in a manner that reflects favorably on the image of Company and the Services. NOW THEREFORE, in consideration of the mutual covenants, terms, and conditions set forth in this Agreement, and for other good, valuable, and legal consideration, the receipt and sufficiency of which are acknowledged, the Parties agree as follows: 1. Appointment. Company hereby appoints Sales Consultant as its representative to devote best efforts in the promotion and marketing of the Services to Clients in the Territory in accordance with the terms and conditions of this Agreement. It is understood and agreed that Sales Consultant will not enter into similar agreements or arrangements with a competitor of Company after the Effective Date and during the term of this Agreement without the express written approval of Company. 2. Independent Contractor. The relationship of the Parties under this Agreement is, and will at all times remain, one of independent contractors and not that of employer and employee, franchisor and franchisee or joint venturers. This Agreement does not establish Sales Consultant as Company's representative or agent for any purposes other than to solicit Services. Sales Consultant is not authorized to make contracts in Company's name or to transact any business in the name of Company, or to assume or create any obligation or responsibility binding on Company in any matter whatsoever. 3. Sales Consultant Duties. a. [Sales Consultant agrees to comply with all applicable requirements of federal, state and local laws, ordinances, administrative rules and regulations relating to Sales Consultant's performance of the obligations under this Agreement.] b. [Sales Consultant will not use any employees of Company or materials referencing Company or Services that have not been approved by Company. Sales Consultant will make no representations or warranties relating to the Services. All prices quoted for the Services will be prices as provided by Company.] c. [Sales Consultant will be identified as an authorized sales agent of Company only with respect to the Services and will otherwise be identified as an independent business. Neither Party will make any express or implied agreements, guarantees, or representations or incur any debt in the name of or on behalf of the other Party.] d. [Sales Consultant will, at all times, maintain a professional appearance and will not perform any duties set forth in this Agreement, while intoxicated in any manner or under the influence of any illegal drug.] e. [Sales Consultant will not use deceptive, illegal, misleading or unethical practices and will not make any false or misleading representations with regard to the Services or Company.] f. [All costs and expenses incurred by Sales Consultant in performing the Services (including by way of example only, phone and travel) and other marketing and sales expenses will be borne by Sales Consultant and will not be reimbursed by Company.] g. [Sales Consultant represents that no law or agreement with other parties that would prohibit Sales Consultant from entering into this Agreement with Company.] h. Company Obligations. a. Company will compensate Sales Consultant on a commission basis as described in Exhibit A attached hereto and incorporated herein by reference. This compensation may be amended by mutual agreement of the Parties. b. Company will review all orders for the Services submitted by Sales Consultant. Company reserves the right to reject, for any or no reason, any Client order solicited by Sales Consultant. c. Company may terminate a Client's Services at any time in its sole discretion. Company agrees to provide Sales Consultant reasonable advance notice of such termination. d. Company will comply with all applicable requirements of federal, state, and local laws, ordinances, administrative rules, and regulations relating to Company's performance of its obligations under this Agreement. e. Company reserves the right to solicit orders directly from and sell directly to any Clients or other buyers within the Territory. f. Company may, but is not obligated to, provide and maintain personnel to adequately provide after-sales support with respect to the Services. 5. Confidentiality. a. Under this Agreement, "Confidential Information" refers to any and all information of Company that has been disclosed to Sales Consultant, which is designated in writing as confidential, proprietary, or secret or under the context of its disclosure ought to reasonably be considered as confidential. Confidential Information includes, but is not limited to, all information concerning Company's existing business, business systems, business plans and information systems, trade secrets, pricing information, identities of third party contractors, software, hardware designs, algorithms, user interface designs, architecture, class libraries, objects and documentation, network designs, know-how and any related intellectual and intangible property rights throughout the world, and also including any derivatives, improvements, enhancements or extensions to software conceived, reduced to practice, or developed before, during or after the term of this Agreement by or for Company. In addition, Confidential Information includes data that relates to or is associated with any Client of Company including but not limited to identifying information that is either provided to Sales Consultant by or at the direction of Company or received, stored, or processed by Sales Consultant as part of providing the Services ("Client Data"). b. Sales Consultant agrees to use all reasonable efforts to protect unauthorized use or distribution of Confidential Information and Sales Consultant agrees to use at least the same degree of care to prevent disclosing to third parties the Confidential Information as Company uses to protect its own Confidential Information. Sales Consultant further agrees not to disclose or permit any third party access to the Confidential Information, except such disclosure or access will be permitted in order to perform the Services. c. Company owns all right, title, and interest in and to all of the Confidential Information. Except as explicitly stated in this Agreement, Sales Consultant is granted no license or conveyance of the Confidential Information or any intellectual property or intangible rights therein. Title to the Confidential Information shall remain solely with Company. d. Sales Consultant acknowledges and agrees that he will not compile, use, sell or otherwise distribute any lists containing Client Data other than as expressly permitted in this Agreement. The foregoing restrictions on disclosure of Client Data will survive and continue in full force and effect indefinitely after the expiration or termination of this Agreement. Sales Consultant agrees and represents to Company that administrative, physical and technical safeguards will be used to preserve the integrity, confidentiality, and availability of all Client Data that is collected, received, transmitted, stored, used, and disclosed by Sales Consultant. e. Sales Consultant will immediately notify Company in writing of all circumstances surrounding any possession, use, or knowledge of Client Data by any person or entity other than those authorized by this Agreement. If Company should discover a security breach which impacts any Client Data or results in unauthorized third party disclosure or access to Client Data, Sales Consultant agrees to immediately notify Company of such breach and provide reasonable assistance to and cooperate with Company in investigating the breach and Sales Consultant agrees to provide the following information in writing to Company: (a) Identification of each Client who is the subject of the information that has been, or is reasonably believed by Sales Consultant to have been, accessed, acquired, or disclosed; (b) a brief description of the events; (c) date of the potential breach; (d) date of discovery; (e) type of information involved; and (f) any preliminary steps taken to mitigate the damage. f. Upon termination of this Agreement, Sales Consultant will cease all use of the Confidential Information and will immediately destroy all such Confidential Information in his or her possession. Sales Consultant will certify destruction upon written request from Company. Confidential Information shall be destroyed by shredding, erasing, or otherwise modifying the data to make it unreadable or undecipherable through any means. g. Sales Consultant agrees that any unauthorized use or disclosure of the Confidential Information in a manner inconsistent with the terms of this Agreement may cause Company irreparable damage for which remedies other than injunctive relief may be inadequate. Accordingly, if Sales Consultant discloses or uses (or threatens to disclose or use) any Confidential Information in breach of the protections hereunder, then Company will have the right, in addition to any other remedies, to seek injunctive relief to enjoin such acts. 6. Term. This Agreement will commence on the Effective Date and will continue in full force and effect until terminated by either Party. 7. Termination. Either Party may terminate this Agreement for convenience upon [NUMBER] days prior written notice to the other Party. Either Party may terminate this Agreement effective immediately by written notice if it is discovered that the other Party has intentionally or in a willful, wanton or reckless manner made any material, false representation, report or claim relative to this Agreement; or engaged in any deceptive trade practices. Upon termination of this Agreement, Sales Consultant will immediately: (a) discontinue any and all uses of Client Data; (b) destroy any and all Client Data and other Confidential Information; and (c) cease representation, in any manner, as a Sales Consultant of Company. Upon termination of this Agreement, Sales Consultant will receive no further compensation from Company and Sales Consultant waives all rights to such compensation. 8. Non-Compete. Beginning on the Effective Date and during the remainder of the term of this Agreement and for [NUMBER] months thereafter, Sales Consultant will not represent, promote or otherwise market or try to sell within the Territory any products or services that, in Company's judgment, compete with the Services. 9. Non-Solicitation. In recognition of the support to be provided to Sales Consultant, including access to Confidential Information, for the term of this Agreement and thereafter for a period of years following termination or expiration of this Agreement, Sales Consultant shall not contact or use Company's Clients in any way except for the benefit of Company. 10. Indemnification. Sales Consultant will, at all times, defend, indemnify and hold harmless Company, its officers, directors, successors and assigns (collectively, "Company Indemnified Parties") from and against, and pay and reimburse the Company Indemnified Parties for, any and all liabilities, obligations, losses, damages, out-of-pocket costs or expenses arising out of or relating to claims of third parties with respect to (a) any alleged act or omission of Sales Consultant in the performance of the activities contemplated hereby or any failure by Sales Consultant to abide by any of the obligations set forth herein; (b) Sales Consultant's failure to comply with all applicable laws; and (c) Sales Consultant's gross negligence or willful misconduct under this Agreement. 11. Miscellaneous a. Assignment. Sales Consultant will not assign any right or interest under this Agreement, or delegate any work or other obligation to be performed or owed by Sales Consultant under this Agreement without Company's prior written consent. Company may assign this Agreement, in whole or in part, to any affiliate or successor. Any attempted assignment or delegation in contravention of these provisions will be void and ineffective. b. Severability. If any provision of this Agreement is held invalid, illegal or unenforceable by a court of competent jurisdiction, the remainder of the Agreement will be valid and enforceable and the Parties will negotiate in good faith a substitute, valid and enforceable provision which most nearly puts into effect the intent of the Parties. c. No Waiver. This Agreement may not be altered, modified, or amended in any way except in writing signed by both Parties. The failure of a Party to enforce any provision of the Agreement will not be construed to be a waiver of the right of such Party to thereafter enforce that provision or any other provision or right. d. Entire Agreement. This Agreement and the attachments hereto represent and constitute the entire agreement between the Parties, and supersede and merge all prior negotiations, agreements, and understandings, oral or written, with respect to any and all matters between the Sales Consultant and Company. e. Governing Law. The Parties hereby agree that this Agreement is governed by the laws of the United States and the state of [STATE], without reference to rules governing choice of laws. If any dispute arises concerning this Agreement, venue shall be laid exclusively in the state and federal courts of [COUNTY] County, [STATE] which shall have exclusive jurisdiction over such dispute and the Parties consent to the personal jurisdiction of such courts. f. Notices. All notices, demands or other communications required or permitted to be given under this Agreement by either Party to the other may be effected either by personal delivery in writing or by U.S. mail, registered or certified, postage prepaid with return receipt requested. Mailed notices shall be addressed to the other Party at the address appearing in the introductory paragraph of this Agreement, but each Party may change such address by written notice in accordance with this paragraph. Notices delivered personally will be deemed communicated as of actual receipt. Mailed notices will be deemed communicated as of two (2) days after mailing. IN WITNESS WHEREOF, the persons signing this Agreement on behalf of the Parties hereto warrant, covenant and represent they are duly authorized to execute this Agreement on behalf of the parties for whom they are signing. The Parties, by their authorized representatives, have executed this Agreement as of the Effective Date. COMPANY SALES CONSULTANT: By: By: Name: Name: Title: Title: Date: Date: EXHIBIT A Compensation Schedule 1. [Insert the commission percentage that will apply] 2. [Insert the amount of time the company has to forward commission payments to sales consultant.] 3. [Insert whether the company may or may not deduct offsets or charge-backs relating to past sales from future commissions.] 4. [Explain the circumstances under which no commission will be given.] 5. [Describe other compensation the sales consultant may receive from company or emphasize that the commission percentage is the sales consultant's only compensation from company.] 6. [Explain that sales consultant is responsible for paying its own taxes on the compensation received.] 7. [Describe any process to resolve commission disputes. For example, the parties may agree that any dispute or claim with respect to the entitlement and/or amount of commissions will be made in writing to company within 45 days from the end of the month for which commissions are claimed as to entitlement and/or amount. Failure to timely raise in writing any claim or dispute with respect to entitlement or amount will constitute total waiver by sales consultant of any such commissions.] If company is not a corporation, insert business entity type. This form assumes that sales consultant is an individual. Note that working with an individual in this capacity requires being thoughtful about avoiding the creation of an unintended employer/employee relationship. An employment lawyer can help you decide on practices to help preserve the sale's consultant's independent contractor status. Some sales consultant agreements include a general formulation like this while others are more specific about the products and services to be sold. A lawyer can help you determine the appropriate level of specificity for you and draft language (or an exhibit) for your approach. Insert the geographic area (i.e. state/country) where sales consultant will sell company's products or services. Thoughtfully and concisely defining the territory covered by the agreement is crucial. For example, territory is a factor in enforcing the terms of the non-compete provision of the agreement. Further, legal advice is tailored to the specific territory, so understanding the territory in which the consultant will be operating is important for knowing the rights and obligations of your business. This sample is styled as an exclusive arrangement. Discuss with a lawyer whether the arrangement should be exclusive or non-exclusive; the lawyer can draft the language accordingly. Sales consultant is not an employee or partner of company and the parties must be careful not to blur the line between independent contractor and employee. An employment lawyer can review state laws governing independent contractors to ensure compliance. This section sets out an illustrative list of obligations and restrictions related to the duties of sales consultant and will vary depending upon factors such as company expectations, products or services sold, and compensation schedule. A lawyer can advise which duties are applicable to your specific situation and whether additional requirements should be included. The company obligations listed in this form are illustrative and company is advised to review each clause with a lawyer to determine whether it is applicable and whether company should agree to accepting additional obligations and/or reservations. This form assumes the specific details of compensation paid to sales consultant will be set out in a schedule, which is often the case for agreements in which the commission schedule is detailed and/or variable. A lawyer can discuss whether this is the best option in your particular situation. Clauses like this are generally added when a sales consultant collects or accesses client data as part of soliciting the services. Clauses like this are especially important if sales consultant collects or accesses protected health information, payment cardholder data, or other consumer data as part of the sales process. Compliance with related federal and state laws is crucial. A lawyer can help determine how to comply with state and federal data privacy and security protections and notification laws. This clause applies directly to state data breach notification laws (as well as HIPAA/HITECH Act compliance requirements) applicable to certain client data. Consider discussing with a lawyer when client data involves health information, payment cardholder data, or sensitive consumer information. While the provision requires destruction of confidential information, a lawyer can discuss whether other alternatives (such as return or retention of information) are advisable in a particular situation. To preserve the independent contractor status of the sales consultant, discuss with a lawyer whether the term should end after a certain period of time, such as one year, with automatic one year renewals. Payment of compensation upon termination of the agreement varies and depends on the arrangements made by the parties. A lawyer can draft language to reflect the intent of the parties. Non-compete clauses are generally disfavored by courts. Some minimum criteria for enforceability are that (i) the clause doesn't restrict the individual for an unreasonably long period of time, and (ii) that the clause doesn't impose unreasonable geographic restrictions. More generally, in some jurisdictions (such as California), covenants not to compete are generally unenforceable. A lawyer can help draft a non-compete clause that balances protecting your business with enforceability. Insert desired length of time. Non-solicitation clauses are vulnerable to challenges and must be carefully drafted to withstand judicial scrutiny. A lawyer can help determine the length of time that is reasonable and legally enforceable based on the situation. Indemnification clauses, in general, are heavily negotiated because of the risks involved to all parties. These clauses are often lengthy and complex. This sample clause is simple and short and is only for the benefit of company. A lawyer can help negotiate an indemnification clause that allocates risk in a way that meets the requirements of both parties. When sales consultant is serving in a "personal" capacity in its representation of company, consultant cannot assign its interests and obligations under this agreement. When sales consultant is a business entity, there are other assignment options, which can be discussed with a lawyer. An important term must be included in this agreement. A lawyer can help make sure terms are not unintentionally omitted. Consult a lawyer as to which state's laws to apply and the appropriate venue. Some parties elect to expand notice options to include email. Exhibit A outlines elements of compensation that may be included. A lawyer can help you draft language appropriate for your specific contracting relationship. For many companies, the amount of time will be 60 days or as permitted by law, if less. A lawyer can explain statutory restrictions associated with payments.