# CONTRACT TEMPLATE 3: Support Staff

## Support Information

Name:
Phone:

Email:

Address:

[If the contract is to be issued through the contractor’s company, use the name of the company in place of the individual’s name. Ask the contractor if they will charge sales tax on their invoices.]

## Schedule 1 - Description of Services

The contractor will provide support services for [name of textbook], specifically:

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[Provide specific information about the services, such as finding openly licensed resources, formatting chapters and checking layout, reviewing book and fixing mistakes, adding image captions or attribution statements.]

The contractor will work closely with [textbook author or other designated project manager] to ensure these services are completed on schedule.

Future Distribution: [Textbook author] will be entitled to distribute [name of textbook] under the most current version of the Creative Commons Attribution license.

## Schedule 2 - Agreement Duration and Payment

Start date:
End date:

The total amount of the contract is not to exceed [total service fee] plus applicable taxes. The following payment will be made upon approval of completed services per the project timeline [indicate number of payments including dates and amount paid].

First payment on [date]: [amount]

Second payment on [date]: [amount]

Etc.