TO BE PRINTED ON CREIGHTON UNIVERSITY LETTERHEAD

TEMPORARY ONE-TIME INDEPENDENT CONTRACTOR AGREEMENT

(NOTE: Remove all red print before final printing on letterhead)

[DATE]

[NAME & ADDRESS]

Dear [NAME]:

I am pleased to offer you an assignment beginning on [DATE], 20\_\_\_, and ending [DATE], 20\_\_\_. If you agree to accept this assignment, your primary responsibility will be [DESCRIPTION OF SERVICE]. You will be compensated $[TOTAL DOLLARS] for the assignment.

I look forward to receiving your signed letter and you joining [INSERT SCHOOL/DEPARTMENT]. Please let us know how we can assist you in your role.

Sincerely,

[**SIGNATORY SHOULD BE** CHAIR OF DEPARTMENT OR DEAN OF SCHOOL/COLLEGE]

[ADD SIGNATORY’S TITLE]

Accepted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This Letter must be signed and returned to the sender within 14 (fourteen) days of the date of the letter.