EXTERNAL CONSULTANT PAYROLL AND BILLING AGREEMENT

This Agreement is entered into on this _____ day of _____, 20____, by and between the following parties:

Client / Company	
External Consultant	

1. SCOPE OF SERVICES

The Consultant agrees to perform the following professional services, duties, and deliverables:

2. BILLING RATES AND COMPENSATION

The Client shall compensate the Consultant according to the following approved payment structure:

Hourly Rate	$_____ per hour
Flat / Project Fee	$_____
Maximum Authorized Budget	$_____

3. INVOICING AND PAYROLL SCHEDULE

The processing of consultant fees, billing cycle, and disbursement schedules shall be handled as follows:

Invoicing Frequency	_____
Payment Terms	Net _____ Days from receipt of invoice
Method of Payment	_____

4. INDEPENDENT CONTRACTOR STATUS

The parties acknowledge and agree that the Consultant is an independent contractor and not an employee of the Client. The Consultant shall be solely responsible for all withholding taxes, social security payments, worker's compensation insurance, and any other payroll-related taxes or statutory liabilities arising from payments made under this Agreement.

5. EXPENSES

Reimbursable expenses must be pre-approved in writing by the Client. All approved expenses must be invoiced with accompanying receipts and documentation.

6. TERM AND TERMINATION

This Agreement shall commence on _____ and remain in effect until _____, unless terminated earlier by either party providing _____ days written notice.

IN WITNESS WHEREOF, the parties hereto have executed this External Consultant Payroll and Billing Agreement as of the date first written above.

For the Client:	**For the Consultant:**
_____	_____
Authorized Signature	Consultant Signature
_____	_____
Printed Name & Title	Printed Name
_____	_____
Date	Date