

# COMPILATION WORK ORDER & SERVICES AGREEMENT

Agreement Number: \_\_\_\_\_

This Agreement is entered into on \_\_\_\_\_ by and between:

**PROVIDER:**

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

**CLIENT:**

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

## WORK ORDER SPECIFICATIONS

|  |  |
|--|--|
| <b>Description of Compilation Services</b>       |  |
| <b>Source Materials to be Provided by Client</b> |  |
| <b>Deliverable Format &amp; Medium</b>           |  |
| <b>Estimated Start Date</b>                      |  |
| <b>Estimated Delivery Date</b>                   |  |
| <b>Fees and Payment Schedule</b>                 |  |

## TERMS AND CONDITIONS

- Services.** Provider agrees to perform the compilation services described in the Work Order above. Provider will compile the source materials provided by Client into the final deliverable format specified.
- Client Obligations.** Client agrees to timely provide all necessary source materials, information, and access required for the completion of the compilation. Provider is not responsible for delays caused by Client's failure to provide these materials.
- Accuracy of Information.** Client represents that all source materials provided are accurate and complete. Provider will not verify or audit the source materials for accuracy and is not responsible for errors in the final deliverables resulting from incorrect source data.
- Fees & Payment.** Client agrees to pay Provider the fees set forth in the Work Order. Payments are due within \_\_\_\_\_ days of receipt of invoice. Late payments may be subject to a finance charge of \_\_\_\_\_% per month.
- Intellectual Property.** Upon full payment of all fees, Client shall own all rights, title, and interest in the final compiled deliverables, excluding any pre-existing materials, proprietary templates, or software tools owned and utilized by Provider to perform the services.
- Confidentiality.** Both parties agree to maintain the confidentiality of any proprietary or non-public information received from the other party during the course of this Agreement.
- Limitation of Liability.** Provider's total liability under this Agreement for any claim, loss, or damage shall not exceed the total amount paid by Client to Provider under this Agreement. In no event shall Provider be liable for consequential, indirect, or incidental damages.
- Termination.** Either party may terminate this Agreement upon \_\_\_\_\_ days written notice. In the event of termination, Client shall compensate Provider for all services rendered and expenses incurred up to the date of termination.

9. **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of \_\_\_\_\_.

IN WITNESS WHEREOF, the parties hereto have executed this Compilation Work Order and Services Agreement as of the date first written above.

**PROVIDER:**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**CLIENT:**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date