**LETTER OF AGREEMENT**

**DATE: \_\_\_\_\_\_\_\_\_**

This letter of agreement between Margaret Hasse, independent nonprofit consultant, and **\_\_\_\_\_\_\_\_** (ORGANIZATION) spells out terms of an agreement for Margaret Hasse (CONSULTANT) to provide services related to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**TERMS AND CONDITIONS**

1. Fees and Expenses:

The fee for services of Margaret Hasse described in the attached Work Plan, at $\_\_\_\_\_an hour, is $\_\_\_\_ maximum, in addition to up to $\_\_\_\_\_ in out-of-pocket expenses, such as travel, long-distance telephone, expedited delivery, or other direct project expenses.

2. Timetable for Work and Payment:
All work will be performed between \_\_\_\_\_ and \_\_\_\_\_\_.

Provision of services and payment of fees will be made upon presentation of an invoice, and this timetable:

$\_\_\_ upon signing this agreement.

$\_\_\_ on or about \_\_\_\_\_\_ upon completion of \_\_\_\_\_\_\_\_\_\_\_\_

$\_\_\_ on or about \_\_\_\_\_\_ upon completion of project and delivery of final product and timelog

3. Checks will be payable within 2 weeks of submission of an invoice to:

Margaret Hasse, 1698 Lincoln Avenue, St. Paul, MN 55105 • 651-699-9138. mmhasse@gmail.com

4. Contract Relationship of the Parties:

Margaret Hasse agrees and acknowledges that she is entering into this agreement as an independent contractor and not as an employee of Cantus. She shall not become entitled by virtue of this agreement to any employment benefits from the ORGANIZATION. She is responsible for income, withholding, employment, or other taxes that may be payable on the fees (but not reimbursements) paid pursuant to this letter of agreement.

**PAGE 1/3**

5. Organizational Contact for the Project:

An agent of ORGANIZATION, indicated below, is the CONSULTANT’s primary contact for the project. This person has authorization to advise the CONSULTANT, and to negotiate and communicate to ORGANIZATION any changes in the Work Plan.

6. Scope of Work:

Attached as Exhibit A is a Project Work Plan. The Work Plan describes the project outcomes or deliverables, CONSULTANT’s role, and activities required by the ORGANIZATION to support the project.

7. Changes in Scope of Work and Contract:

The CONSULTANT and ORGANIZATION must approve any substantive changes in the Work Plan or Contract in writing.

8. Time Log:

Margaret Hasse maintains a project time log, which is available for inspection, upon request by the ORGANIZATION, and will be provided at the closure of the contract.

9. Fundraising:

This project (does or does not) relate to fundraising. The CONSULTANT will not make any direct appeal for funding, nor have access to or custody of contributions at any time.

10. Ownership:

Materials created by CONSULTANT are the sole property of the ORGANIZATION.

11. Confidentiality:

The CONSULTANT may have access to confidential documents and information that shall not be disclosed to any other party without prior written approval by the ORGANIZATION.

12. Cancellation:

Either party may terminate this agreement without cause by giving the other written notice. In the event of termination, Margaret Hasse shall continue to perform work according to the Scope of Work until the receipt of written termination notice. In that event, the ORGANIZATION will continue to be responsive for all fees and expenses up to that date.

**PAGE 2/3**

13. Non-limiting:

Margaret Hasse, as an independent contractor, may pursue other compatible contacts with Cantus or other organizations.

14. Agreement. Agreement to the foregoing is confirmed through signing this Letter of Agreement and providing executed originals to each party below.

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

ORGANIZATIONAL CONTACT Date

ADDRESS AND PHONE AND EMAIL:

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

CONSULTANT Date

Margaret Hasse

1698 Lincoln Avenue, St. Paul, MN 55105651-699-9138, mmhasse@gmail.com

**PAGE 2/3**

**EXHIBIT A: WORK PLAN**

**Purpose**

**Deliverables**

**Tasks, Schedule, Consultant’s Estimated Time**

|  |  |  |
| --- | --- | --- |
| **Tasks** | **When** | **Hours** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**PAGE 3/3**