

Date

Usually, I put this document on my letterhead

Sharon Customer, U. S. Marketing Manager

Company Name

Address

Address

Letter of Agreement

Thank you for selecting me as the independent contractor to write an evaluation report of the *Hospital Name* test of the *Equipment Name* for *Disease Organism Name*.

Deliverables and Specifications

- The primary deliverable is a “white paper” report of approximately 4 pages.
- The target audience is potential customers for the *Equipment Name*.
- The format is a paper document in MS Word 95 format and a PDF file, written in a style that could be published in a professional journal.
- The report will meet *Hospital Name*'s requirements and those of *Your Company*.
- Betsy Frick will provide one master hardcopy and one copy on diskette of the file in both formats mentioned above.

Schedule and Estimate

- Work can begin upon signing of two documents: this Letter of Agreement and Betsy's Standard Terms and Conditions.
- We expect to need only three rounds of writing and reviews: a first draft, second draft, and the final report.
- Our goal is to complete the project by *date*.

Fees and Payment

- Betsy's hourly rate for this project is \$\$, invoiced as listed below, and paid on a 1099 basis. Payments are due within 15 days of the invoice date.
 - ✓ First invoice – upon signing of contract
 - ✓ Second invoice – at end of project
- Total fees for this project are not to exceed \$2,000 without prior written consent from Sharon Customer, project manager.

Betsy Frick's Responsibilities

- Meet with Sharon Customer of *Company Name* and subject matter experts at *Hospital Name* to gather the data for the evaluation report and to determine the preferred format, layout, and length.
- Review sample reports and information about the *Equipment Name*, test, and disease organism.
- Work at my location or meet with clients on site, as appropriate to get the work done.
- Keep an “in progress” diskette, and email “working” versions to Sharon as a safety precaution and for review purposes.
- Write the first draft with the following subheadings (if this is the agreed format), and submit it for review to Sharon in the preferred media (hardcopy or email):
 - ✓ Abstract
 - ✓ Introduction
 - ✓ Materials and Methods
 - ✓ Results and Discussion
 - ✓ Conclusions
 - ✓ Include data charts and references as appropriate.
- Revise the first draft, produce the second draft, and submit that for review in the same manner.
- Revise the second draft, produce the final report, and submit that for approval.
- Create the final master hardcopy and electronic copy.

Sharon Customers' Responsibilities

- Manage the project; approve the design and the final report.
- Provide reference and resource materials and answer questions during the project.
- Meet with Betsy and *Hospital Name* personnel as required to gather data and determine the format for the final report.
- Conduct reviews in a timely manner.
- Submit drafts for review to the designated person at *Hospital Name*.
- Assist with getting reviews back in a timely manner from *Hospital Name*, and convey them to Betsy for revisions.
- Inform Betsy immediately of any changes to the schedule or the design or content of the report.
- Approve invoices for payment.
- Manage production of the report as appropriate for the needs of *Your Company* and *Hospital Name*.

Hospital Name's Responsibilities

- Provide data from the study, notes, and any other material needed to compile the report.
- Be available to answer questions as needed.
- Review and approve drafts and the final report.

Please sign both copies of this Letter of Agreement and the Standard Terms and Conditions document, keep one of each for your records, and return one to Betsy Frick.

Plain Language Solutions

Betsy Frick

Date

Your Company Name

Sharon Customer

Date

Any changes to this agreement must be in writing and be signed by both parties.