

Current as of September 5, 2023

INSTRUCTIONS FOR USING LOYOLA CONSULTING SERVICES AGREEMENT

- 1. *Determine Individual Consultant Status.*** If the consultant is an individual, before using the Consulting Services Agreement (the “Agreement”), determine whether the consultant would be considered an independent contractor or an employee. Please see the Workers Classification Review Form on the Finance Division website, and discuss further with the Finance Division and Human Resources as needed. If the consultant is an independent contractor, the Agreement may be used.
- 2. *Complete Exhibit A.*** Complete the blanks in *Exhibit A* to the Agreement by identifying the starting date of services, the consultant and adding descriptions of the services, the deliverables, the time schedule and the charges, among other things. If there is not enough room in the form, the description(s) can be attached. Do not attach the consultant’s proposal if it includes any contract terms and conditions because those may modify the Agreement. If the proposal contains additional contract terms, consider attaching only the d