

Approved By: \_\_\_\_\_

Budget Unit Name: \_\_\_\_\_

Date: \_\_\_\_\_

Return Contract To: \_\_\_\_\_

General Terms Provided to Contractor (check): \_\_\_\_\_

Employee: \_\_\_\_\_ No \_\_\_\_\_ Yes

CONTRACT FOR PROFESSIONAL SERVICES

THIS AGREEMENT is made and entered into by The Board of Trustees of The University of Alabama, for and on behalf of The University of Alabama in Huntsville (herein, the "University") and

\_\_\_\_\_ (herein, the "Contractor")

W I T N E S S E T H:

IN CONSIDERATION of the mutual promises and covenants herein contained and other good and sufficient consideration, it is agreed by and between the parties as follows:

1. Scope of Work: The Contractor agrees to provide the following services:

2. Compensation: The University shall pay the Contractor from Organization No. \_\_\_\_\_ as follows (Check one or more, as applicable):

a. \_\_\_\_\_ A fee in the amount of \$ \_\_\_\_\_.

b. \_\_\_\_\_ A lump sum of \$ \_\_\_\_\_, all inclusive (fee, travel, lodging, food, etc.).

c. \_\_\_\_\_ A fee based on effort expended and calculated at the rate of \$ \_\_\_\_\_ per \_\_\_\_\_ (If appropriate, complete following.) but not to exceed a total of \$ \_\_\_\_\_.

d. \_\_\_\_\_ Reimbursement for travel expenses in accordance with the per diem and mileage allowances provided under State law for persons traveling in the service of the State.

e. \_\_\_\_\_ Reimbursement of actually incurred travel expenses, not to exceed \$ \_\_\_\_\_ per day / week / trip (Circle one.).

f. \_\_\_\_\_ Other: \_\_\_\_\_

Payment shall be made within 30 days after completion of contract, *unless* a different arrangement (e.g. monthly, upon proper billing, etc.) is herein set forth: \_\_\_\_\_

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

3. Term: This contract shall be effective as of the date of its execution. All work and services required hereunder shall be provided within the following period of time:

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4. General Provisions: Attached to this Contract are The University of Alabama in Huntsville General Terms and Conditions, which are hereby incorporated by reference into this Contract and made binding upon the Contractor with the same force and effect as if set forth herein.

5. Attorney Fees: In the event of its default, the Contractor agrees to pay the University all attorney's fees and other costs, expenses, and charges reasonably incurred or paid by the University in successfully protecting or enforcing its rights hereunder.

6. Additional Provisions: Additional provisions shall be as follows (if more than one, identify as a., b., c., etc.):

**7. Receipt of Pension: Do you or anyone paid by you to assist in performing the Scope of Work of this Contract receive a pension from the Alabama Employees' or Alabama Teachers' Retirement Systems?**

**Place your initials in front of the appropriate response to the above question:    \_\_\_ Yes    \_\_\_ No**

8. Entire Contract: This Contract states the entire agreement between the parties with respect to the subject matter hereof and merges and/or supersedes all prior statements, representations, understandings, or agreements. No changes, modifications, or amendments shall be valid unless in writing signed by duly authorized representatives of both parties.

IN WITNESS WHEREOF, the parties hereto have executed or caused to be executed this Contract in duplicate originals.

THE BOARD OF TRUSTEES OF THE  
UNIVERSITY OF ALABAMA, for and  
on behalf of THE UNIVERSITY OF  
ALABAMA IN HUNTSVILLE

CONTRACTOR

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Soc. Sec. Number/Tax Identification Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date