

Contracts for Services

Texas Press Association

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Round Rock, Texas

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Elements of a Basic Texas Contract

A photograph of a business meeting. In the foreground, a person's hands are visible, holding a pen and a piece of paper. Another person's hands are visible in the background, clasped together. The scene is set at a wooden table with papers and documents. The background is blurred, showing other people in business attire.



WHO?

The parties

WHEN?

Date/time agreement is performed

WHAT?

An agreement

WHERE?

The work place for performance

And if it's a more complicated agreement..

WHY?

Reason/motive for the agreement

HOW?

Any specific requirements

AGREEMENT FOR SERVICES

Based on the mutual understanding herein, the parties agree as follows:

1. Parties:

1.1 Hodges Newspapers, Inc., hereinafter referred to as "NEWSPAPER". "NEWSPAPER" is a Texas weekly newspaper headquartered at _____ in _____, Texas.

1.2 Don Richards hereinafter referred to as "CONTRACTOR", and whose address is _____ and is an independent contractor.

2. Purpose:

2.1 Newspaper has the need of the services of Contractor for the purposes which are outlined in this agreement.

2.2 Contractor has agreed to perform the services for Newspaper for the purposes which are outlined in this agreement.

2.3 Both parties have executed an attachment ("Exhibit A"), which is a part of this agreement, and is intended to detail the specific arrangements and requirements between the Newspaper and Contractor for the work to be performed.

3. Job Description:

The specific requirements of this agreement, the length of term, and the compensation to be paid is detailed in the attached "Exhibit A" and is incorporated herein for all purposes.

4. Relationship between Parties

4.1 Employment and/or agency. At all times under this agreement, there shall be no "Employer/Employee" status nor any "agency" status between the parties.

4.2 Independent Contractor. At all times under this agreement, Contractor shall perform the requirements of this agreement as an Independent Contractor, as that term is known under Texas law. As such Contractor shall provide his/her own equipment, vehicles, insurance, materials and all other such items necessary for the completion of the Contractor's duties under this agreement. Contractor shall at all times remain in compliance with all applicable state and federal laws, and agree to fully indemnify Newspaper from any and all costs or damages arising under any claim asserted that relate to any act or omission of the Contractor and/or Contractor's agents or employees.

5. **Miscellaneous:**

6.1 Any modifications and or additions to this agreement shall be in writing and executed by the agents for the parties.

6.2 This Agreement shall be governed by the law of the state of Texas; and venue and jurisdiction for any dispute shall be in a court of _____ County, Texas.

EXECUTED THIS the ____ day of _____, 20____.

CONTRACTOR

NEWSPAPERS,

Contractor

Newspaper

Date _____

Date _____

Exhibit A

(This exhibit is attached to, and its terms incorporated into, the Agreement originally entered into between the parties on _____, 20____)

1. **Description of work to be performed:**

2. **Term of this Agreement:**

3. **Compensation:**

4. **Termination:**

5. **Other provisions:**

Exhibit A executed on this the _____ day of _____, 20_____.

Contractor

Newspaper

Questions?