Ashford Business Services Ltd

Independent Contractor Agreement

Between Ashford Business Services Ltd **(the Client) and** Sarah Mitchell **(the Contractor)**

1. Services The Contractor agrees to provide the following services to the Client: description of services, deliverables and milestones**.**

Any change to the scope must be agreed in writing before the Contractor starts the changed work.

2. Term This agreement starts on 9 November 2026 **and continues until** 9 November 2026**, unless ended earlier under clause 8.**

3. Fees and payment

Payment terms: _____

Invoicing: The Contractor invoices on monthly / on milestones / on completion**.**

Expenses: Reimbursable / not reimbursable**. Pre-approval required for expenses over** £45.00 GBP**.**

4. Independent contractor status The Contractor is an independent contractor, not an employee, partner or agent of the Client.

The Contractor is responsible for their own tax, insurance and statutory obligations.

Nothing in this agreement creates an employment relationship.

5. Intellectual property On full payment, all intellectual property in the deliverables created under this agreement transfers to the Client. Until then, the Contractor grants the Client a licence to use the deliverables for the agreed purpose.

6. Confidentiality Each party keeps the other's confidential information private and uses it only to perform this agreement. This duty survives termination for 2 **years.**

7. Liability Neither party is liable for indirect or consequential loss. The Contractor's total liability under this agreement is limited to the fees paid / £120.00 GBP**.**

8. Termination Either party may end this agreement with 14 **days' written notice. The Client pays for all work completed and accepted up to the termination date.**

9. Governing law This agreement is governed by the laws of jurisdiction**.**

Sign-off

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Important: this is a general template, not legal advice. Laws differ by country, state and industry. Have a qualified lawyer review this document before you rely on it. Delete this notice before circulating the finished document.