



19 Celt Road, PO Box 152 Stanardsville, VA 22973

Town Clerk Independent Contracting Agreement

_____ enters into a business services consulting Agreement with Town of Stanardsville (Town) for the administration of the business operations of the Town. This position will be known as the Town Clerk. Upon the execution of this Document which incorporates **Exhibit A and B**, it will constitute the Agreement between the parties.

The Agreement will commence July 1, 2017. You will be paid a monthly fee of \$_____ payable starting after your first month of service. A list of the services you are to provide is attached as **Exhibit A**. The Town will also reimburse you for the expenses you incur in administering the affairs of the Town listed in **Exhibit B**.

_____ is hired as a contractor and Town will issue a yearly IRS 1099 as appropriate.

You are to work primarily with the Mayor and as directed by Town Council. You will be involved with responding to and working with the general public and other government agencies.

You will maintain the bank accounts and other investments. You are authorized to act on the operational account at United Bank subject to the limits set by the Board of Directors. All revenue is to be deposited in this account. All payments are to be made from the operational account upon preapproval by the Town Council.

This Agreement will continue until either party elects to terminate by giving **sixty (60) days** written notice of termination. Either party may terminate this Agreement at any time for any reason and without cause.

Written notice shall be given to you as follows:

NAME _____
ADDRESS _____

Or such address as you advise the Town in writing.

Written notice to the Town shall be given to the Mayor

Gary Lowe, Mayor
P.O. Box 152, Stanardsville, VA 22973

Signer

Signature _____

Town of Stanardsville

Date _____

Signature _____

Contractor _____

Date _____