



PROPOSAL KIT SAMPLE

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EMPLOYMENT AND NON-DISCLOSURE AGREEMENT

This Employment Agreement (the "Agreement") is entered into this <<CurrentDay>> day of <<CurrentMonth>>, <<CurrentYear>> by and between <<Company>>, a <<State>> corporation (hereafter "Company"), and <<ContractFirstName>> <<ContractLastName>> (hereafter "Employee").

Recitals

1. Company is in need of assistance on an hourly basis in the following areas for Company's clients ("Company's Client"):

<< Insert Type of Work, Position or Job Description Summary Here >>

2. Employee has agreed to perform work for Company on this project.

Declarations

"Pre-Existing Code" shall mean any method, practice, source code, object code, graphics or other resource incorporated into any deliverable.

"Billable Hour" shall mean all hours recorded and billed to a Company Client or Work Order.

"Bench Rate" shall mean all hours recorded for internal or company-related work that is not billed to a Company Client or Work Order.

Agreements

In consideration of the mutual covenants set forth in this Agreement, Company and Employee hereby agree as follows:

1. Employee shall be available and shall provide the following efforts and services as requested:

<< Insert Type of Work, Position or Job Description Summary Here >>

Company Initials _____ Employee Initials _____

Company will compensate Employee on the following basis:
<<HourlyRate>> (United States Dollars) per billable hour ("Billable Hours" or "Client Hours").

2. Employee will submit written, signed reports of the time spent performing services under this Agreement, itemizing in reasonable detail the date on which services were performed, the number of hours spent on such date, and a brief description of the services rendered.

Company will receive reports no less than once per month on or before the 3rd day of each month, and the total amount of work will not exceed << Total Amount not to Exceed >> (United States Dollars). Company shall pay Employee all amounts due within thirty (30) days after such reports are received.

3. Company will pay Employee for the following expenses incurred under this Agreement:

Negotiated on demand

Employee shall submit written documentation and receipts itemizing the date on which such expenses were incurred. Company shall pay Employee all amounts due within thirty (30) days after such reports are received.

4. Employee will carry general liability, automobile liability, and employer's liability insurance in the amount of \$1,000,000.00 (United States Dollars). In the event Employee fails to carry such insurance or such insurance coverage lapses while this Agreement is in effect, Employee shall indemnify and hold harmless Company, its agents and employees, from and against any such damages, claims, and expenses arising out of or resulting from work conducted by Employee and its agents or employees.
5. All work will be done in a competent manner in accordance with applicable standards of the profession and any specific requirements of Company contracts with clients, and all services are subject to final approval by Company prior to Company's payment.

6. Employee shall make no representations, warranties or commitments binding Company without Company's prior written consent.
7. In the course of performing services, the parties recognize that

DEMO CONTRACT

This demo contract has been truncated. The complete 3 page editable version of this document is available in the Contract Pack template collections

<https://www.proposalkit.com/html/legal-contract-templates/human-resources-templates/job-employment-non-disclosure-non-compete-agreement.htm>

Once you purchase, download and install a retail Contract Pack that includes this contract, the complete version of this contract will be inserted into your project.

This contract document is included in the [Proposal Kit Professional](#) and one or more [Contract Pack](#) products.

This sample has been truncated to only show the first part. The complete editable version of this contract is included in Proposal Kit Professional and Contract Pack products found at:

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