

# SHORT-TERM CONTRACT TERMS & CONDITIONS

## A) Duration of the contract

1. Right Hand Woman Consulting LLC (herein abbreviated and referred to as RHW) and \_\_\_\_\_, (herein referred to as the client) enters into this contract and agrees to all of the following terms, on \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_.  
\_\_\_\_\_
2. The contract will commence on \_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ and has a projected end date of \_\_\_\_/\_\_\_\_\_/\_\_\_\_\_. This contract may terminate or extend at the client's discretion at the end of this term.
3. RHW reserves the right to terminate this contract at any time.
4. In the event of an extension, see addendums section.
5. The effective date of this contract is \_\_\_\_/\_\_\_\_\_/\_\_\_\_\_.

## B) Billable Hour Payment Terms

1. The client has opted for services that are to be paid at a rate of \_\_\_\_\_/\_\_\_\_\_ and will be paid in the form of \_\_\_\_\_.
2. The client understands that 10 hours/week at the above rate is the minimum purchase requirement to retain RHW's services.
3. The client agrees to pay RHW for services rendered on a weekly basis for work done the prior week.

## C) Other terms & conditions

1. RHW will be working in a \_\_\_\_\_  
(on-site/remote/hybrid) status.
2. The client's requested services are listed below.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. If applicable, the travel/relocation expenses due on/at \_\_\_\_\_  
are as follows.

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

**L.1 ARBITRATION CLAUSE.** All disputes arising under this agreement shall be governed by and interpreted in accordance with the laws of \_\_\_\_\_, without regard to principles of conflict of laws. The parties to this agreement will submit all disputes arising under this agreement to arbitration in \_\_\_\_\_. The arbitrator shall be selected by application of the rules of the American Arbitration Association (AAA). The arbitrator shall be selected by application of the rules of the AAA, or by mutual agreement of the parties, except that such arbitrator shall be an attorney admitted to practice law in \_\_\_\_\_. No party to this agreement will challenge the jurisdiction or venue provisions as provided in this section. Nothing contained herein shall prevent the party from obtaining an injunction.

**L.2 CHOICE OF LAW.** The validity, interpretation, construction and performance of this agreement shall be governed by the laws of the state of \_\_\_\_\_. (other than its choice-of-law provisions).

\_\_\_\_ Representative Name: \_\_\_\_\_  
123 \_\_\_\_\_ Title: \_\_\_\_\_  
XY, ZAB  
55555

Signature \_\_\_\_\_

Right Hand Woman LLC      Signature \_\_\_\_\_  
14 Gasoline Alley  
Jal, NM 88252

Client wishes to \_\_\_\_\_ contract.

Contract terminated date \_\_\_\_\_ by \_\_\_\_\_

To extend, attach extension addendum(s).

## ADDENDUMS

The client wishes to extend the length of the contract for \_\_\_\_\_ with a projected end date of \_\_\_\_\_. The new terms and conditions of the extension are as follows.

Ad. 1. Extended for the purposes of:

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Ad. 2. The rate of pay for billable hours will be \_\_\_\_\_.

Ad. 4. Client agrees to pay RHW's billable hours on a \_\_\_\_\_ basis in the form of: \_\_\_\_\_

Ad. 3. RHW will be working \_\_\_\_\_.

Ad. 5. Other

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\_\_\_\_\_  
123 \_\_\_\_\_  
XY, ZAB  
55555

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

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

Signature \_\_\_\_\_

Right Hand Woman LLC      Signature \_\_\_\_\_

14 Gasoline Alley

Jal, NM 88252

Contract terminated date \_\_\_\_\_ by \_\_\_\_\_

Client:  
Contract #:

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

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