

**WELCOME**



**Shena Dixon Mason|The Company - The National Training Group,LLC**



**Empowering Growth, Inspiring Success**

## Welcome

Welcome to *The National Training Group*, a premier division of Shena Dixon Mason|Th Company. Our mission is to empower individuals and organizations through innovative mentorship, strategic leadership, and comprehensive training solutions. We pride ourselves on delivering cutting-edge programs designed to transform challenges into opportunities for personal and professional growth.

At Dixon Mason, we believe in the power of collaboration and adaptability. By joining us, you become part of a community dedicated to excellence, innovation, and making a positive impact. Let's shape a brighter, more successful future together.

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## Our Mission

To inspire meaningful change, foster creativity, and deliver results-driven strategies that empower individuals and businesses to thrive. Our focus is on equipping our clients with the tools and insights needed to transform challenges into opportunities across various industries.

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## Our Core Values

- **Collaboration:** Building strong partnerships that promote mutual success.
- **Innovation:** Developing forward-thinking solutions to complex challenges.
- **Integrity:** Upholding the highest standards of professionalism and trust.
- **Community Impact:** Driving social and economic progress through education and service.
- **Excellence:** Setting benchmarks for quality and performance in everything we do.
- **Empowerment:** Providing tools and opportunities for continuous personal and professional growth.
- **Adaptability:** Staying flexible and responsive to the evolving needs of our clients and industry.

*We are leaders and innovators of tomorrow!*

## Independent Contractor Agreement

THE NATIONAL TRAINING GROUP, LLC

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### 1. Introduction & Overview

This agreement outlines the terms governing the relationship between *The National Training Group, LLC* (the “Company”) and the independent contractor (the “Contractor”). It defines the services to be provided, compensation, confidentiality, intellectual property rights, and other relevant terms to ensure a clear and professional working relationship.

### 2. Contractor Details

- **Name:** \_\_\_\_\_
  - **Address:** \_\_\_\_\_
  - **Phone Number:** \_\_\_\_\_
  - **Email:** \_\_\_\_\_
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### 3. Scope of Work

The Contractor agrees to provide the following services:

- **Service 1:** Project Coordinator
- **Service 2:** \_\_\_\_\_
- **Service 3:** \_\_\_\_\_

The services shall be provided on the following schedule:

- **Start Date:** \_\_\_\_\_
  - **End Date:** TBD
  - **Project Milestones (if applicable):** \_\_\_\_\_
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### 4. Payment Terms

The Company agrees to compensate the Contractor as follows:

- **Rate:** [\$ \_12\_\_ per hour/project (select as applicable)]
- **Payment Method:** [Direct deposit, check, PayPal, etc.]
- **Payment Schedule:** [Weekly/bi-weekly/monthly, e.g., "Payments will be made monthly on the 15th of each month."]
- All employees start at an hourly rate of \$12.  
**Promotions:** Pay increases are available based on performance and promotions.  
**Commission:** Employees are eligible to earn commission on sales of our products or services.
  - Starting commission rate: 3.5%
  - Increased commission rates: Up to 7% and then 10%, based on sales performance and milestones achieved.

## 5. Tax Responsibilities:

- The Contractor shall be solely responsible for the payment of all taxes related to compensation received under this Agreement, including:
  - Federal and state income taxes
  - Self-employment taxes
  - Any applicable local taxes
- The Company will not withhold any taxes or provide benefits. Upon request, the Contractor agrees to provide proof of tax payment to the Company.

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## 6. Confidentiality & Non-Disclosure Agreement (NDA)

To protect the Company's sensitive information:

1. **Definition of Confidential Information:** Includes, but is not limited to, client lists, business plans, trade secrets, intellectual property, and financial records.
2. **Contractor Obligations:** The Contractor agrees to:
  - Not disclose or use the Company's confidential information for any purpose other than performing services under this Agreement.
  - Immediately return or destroy any Company materials upon request or upon termination of this Agreement.
3. **Survival of NDA:** This clause remains enforceable indefinitely, even after the termination of this Agreement.

Initial Here: \_\_\_\_\_

The Contractor agrees to keep all information related to the Company's operations, projects, business strategies, and clients confidential. The Contractor shall not disclose any proprietary information during or after the term of this contract.

Initial Here \_\_\_\_\_

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## 7. Ownership of Intellectual Property (IP)

- **Work Product:** Any work product, inventions, designs, trademarks, copyrights, or other creations (collectively, the "Work Product") produced during the course of this engagement will be the sole and exclusive property of the Company.
- **Assignment of Rights:** The Contractor agrees to assign any rights, title, or interest in any Work Product to the Company.
- **Use of Work Product:** The Contractor shall not use the Work Product for any purpose other than the work defined in this Agreement without prior written consent from the Company.
- **Return of Materials:** Upon termination of this agreement, the Contractor agrees to return all Company materials, documents, and intellectual property.

Initial Here \_\_\_\_\_

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## 8. Independent Contractor Status

The Contractor is retained as an independent contractor and is not an employee of the Company.

1. **Tax Responsibilities:** The Contractor is responsible for:
  - Paying all applicable taxes.
  - Maintaining their own records for tax reporting purposes.
2. **Authority:** The Contractor shall have no authority to:
  - Bind the Company to agreements.
  - Act as a representative of the Company in any capacity other than providing the agreed-upon services.

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## 9. Record-Keeping Clause

- The Contractor shall maintain detailed records of all work performed under this Agreement for a minimum of [insert number] years and provide copies to the Company upon request."

## 10. Termination Clause

- Either party may terminate this agreement with 30 days' written notice. In the event of termination, the Contractor shall be compensated for work completed up to the termination date, but will not be entitled to any severance or additional compensation.

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## 11. Dispute Resolution

Any disputes related to this Agreement shall be resolved through mediation or arbitration in the state of Pennsylvania, as mutually agreed upon by both parties.

1. **Costs:** The costs of mediation/arbitration shall be shared equally between both parties.
2. **Binding Decision:** The decision of the mediator/arbitrator shall be final and enforceable in a court of law.

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## 12. Miscellaneous Provisions

- **Governing Law:** This agreement shall be governed by the laws of the state of Pennsylvania.
- **Amendments:** Any amendments to this agreement must be in writing and signed by both parties.
- **Fringe Benefits:** Contractor understands that neither Contractor nor Contractor's employees or contract personnel are eligible to participate in any employee pension, health benefits, vacation pay, sick pay, or other fringe benefit plan of Client.

- **Unemployment Compensation:** Client shall make no state or federal unemployment compensation payments on behalf of Contractor or Contractor's employees or contract personnel. Contractor will not be entitled to these benefits in connection with work or Services performed under this Agreement.
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### 13. W-9 Form Inclusion

To comply with IRS regulations, please complete and return the **W-9 Form (Request for Taxpayer Identification Number and Certification)** with this packet.

#### Steps to Complete:

1. Download the W-9 Form here. [Form W-9 \(Rev. March 2024\)](#)
  2. Provide your legal name, business name (if applicable), and Taxpayer Identification Number (TIN).
  3. Submit the completed form with this packet.
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### 14. Force Majeure Clause

Neither party shall be held liable for delays or non-performance caused by events beyond their reasonable control, including but not limited to natural disasters, government actions, or acts of war

### 15. Feedback and Support

The Contractor agrees to provide regular updates on their progress and seek clarification if instructions are unclear. The Company will provide timely feedback to ensure the Contractor can meet deliverables effectively.

### 16. Acknowledgment and Agreement

By signing below, both parties acknowledge and agree to the terms outlined in this Independent Contractor Agreement.

#### Company Representative

- **Signature:** \_\_\_\_\_
- **Name:** \_\_\_\_\_
- **Title:** \_\_\_\_\_
- **Date:** \_\_\_\_\_

## Contractor

- Signature: \_\_\_\_\_
- Name: \_\_\_\_\_
- Date: \_\_\_\_\_