



LIMITED ENGAGEMENT AGREEMENT

Notice: This form agreement should only be used if the vendor is an Independent Contractor performing a service or services in the U.S. over a limited period, and the fee is \$5,000 or less annually. This form agreement is not designed for engagements that (i) involve the creation of copyrighted work (such as artists, photographers, videographers, illustrators, or writers), (ii) involve services performed outside the U.S., or (iii) which create a material risk of physical injury or property damage. For limited engagements involving the creation of copyrighted works in the U.S., please use the Limited “Work Made for Hire” Agreement. For engagements that create a material risk of physical injury or property, or which otherwise do not qualify as limited engagement, the Standard Terms and Conditions of Purchase should apply and the business unit or department seeking to engage the independent contractor must submit a request for an Independent Contractor Services Agreement through the Agiloft Contract Management System. For services performed outside of the U.S., including remote services, consult the [International Work & Staffing Policy](#).

Instructions:

1. This form must be completed and submitted prior to the performance of services. The independent contractor and the Trustees of Dartmouth College business unit or department must complete this form and return to the Trustees of Dartmouth College business unit or department contact. The Trustee of Dartmouth College signee must have authority to sign contracts in accordance to the [Signature Authority Policy](#). The business unit or department must submit this fully executed Limited Engagement Agreement through the Agiloft Contract Management System and provide the independent contractor with the contract ID number for the independent contractor to be noted on the invoice.
2. New vendors will receive an email invitation from Dartmouth’s vendor portal (PaymentWorks), upon submission of this Limited Engagement Agreement to the Agiloft Contract management System. New vendors must register in PaymentWorks and provide their payment and tax information. Non-residents independent contractors that are performing services within the U.S. will also be invited to register in Dartmouth’s income tax software provider for non-resident aliens, Sprintax.
3. More information is available within the Vendor Guide website at [PaymentWorks](#) and [Sprintax for Non-residents](#)

Vendor Information

FIRST NAME

LAST NAME

D.B.A. (COMPANY NAME)

STREET ADDRESS

CITY/TOWN

STATE/PROVINCE

ZIP/POSTAL CODE

COUNTRY

EMAIL

This agreement (“Agreement”) is made by and between the Trustees of Dartmouth College, a non-profit educational and research institution duly organized under existing under the laws of New Hampshire, and the individual identified in the Contractor Information below, and is effective as of this ___ day of _____, _____ (the “Effective Date”).

The parties agree as follows:

1. SERVICE TERM: Vendor will perform the Services from _____ to _____ (“Contract End Date”).
2. DESCRIPTION OF SERVICES:
3. LOCATION OF SERVICES:
4. FEES AND EXPENSES (Describe the fees payable to the Vendor; include whether expenses are allowed or included).
 - a. FEES (pick one)
 - ___Fixed Fee of _____ (may not exceed \$5,000).
 - ___Hourly Rate of _____; not to exceed \$_____ (may not exceed \$5,000)
 - ___Other. Describe: _____
 - b. EXPENSES (pick one)
 - ___Reasonable pre-approved expenses are allowed.
 - ___No expenses.

5. INVOICES. Vendor shall provide Dartmouth with detailed invoices for Fees and Expenses. In the event of a delay in issuing invoices, which is greater than twelve (12) months from the date of performance of Service or delivery of Goods, Vendor will not be entitled to issue invoices to Dartmouth and Dartmouth will not be obligated to pay for Goods or Services. Invoices must be submitted electronically to invoice@dartmouth.edu. Each invoice must be attached as a separate file to the email. Invoices must include the following details to be accepted:
- Bill To: Trustees of Dartmouth College
 - Department Name/Name of Business Unit
 - Department/Business Unit Contact
 - Invoice Date
 - Invoice Number (each invoice should have a unique invoice number)
 - Contract ID Number (Department/Business Unit should provide the Contract ID number)
 - Detailed Description of Billing
 - Invoice Amount Due
6. PAYMENT TERMS. Assuming Dartmouth has no objection to the invoiced Fees and Expenses, such invoices shall be payable by Dartmouth in accordance with the applicable payment terms elected by Vendor in PaymentWorks. Through PaymentWorks, Vendor may elect to be paid via a Virtual Card (SUA), Automated Clearinghouse (ACH), check or International Wire. If Vendor has elected to be paid via Virtual Card (SUA), then upon receipt of an accepted invoice; (ii) if Vendor has requested to be paid via ACH, then thirty (30) days from the invoice date; (iii) if Vendor has requested to be paid via check, then forty-five (45) days from the invoice date; (iv) if Vendor has requested to be paid via International Wire, then upon receipt of an accepted invoice. If Vendor elects to be paid via Virtual Card (SUA), Vendor shall be responsible for any bank fees.
7. TAXES. Dartmouth will not pay or withhold federal, state, or local income or other payroll taxes on behalf of Individual. Individual agrees to report and pay all applicable taxes. Dartmouth will issue an IRS 1099 MIS form where applicable.
8. INDEPENDENT CONTRACTOR: Individual will be participating in the Engagement as an independent contractor and not as an employee or agent of Dartmouth.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed by their respective authorized representatives as of the Effective Date.

Signatures

Trustees of Dartmouth College	Independent Contractor
SIGNATURE	SIGNATURE
PRINT NAME	PRINT NAME
TITLE	TITLE
DATE	DATE