

Independent Contractor Agreement

Effective June 21, 2017

Updated: 10/18/17

HOPE Unlimited, as a hub for a collective of virtual service providers, aims to support our clients in a unified way, bringing the best strengths of available contractors to apply to the needs of our clients, while providing them one main contact in Beth Beutler for efficient management of their needs.

I respect the distinction between employees and independent contractors. Your acceptance of a project indicates your support of these principles:

- I agree to pay you in a timely way, usually initiating a payment within 14 days of your invoice, and often, quicker than that.
- I will support your growth and respect your decisions about availability, interest in projects, etc.
- I will help manage relationships so that you do not face undue stress with any of our clients.
- I understand and support your right to build your own business and seek other clients/career opportunities outside the scope of HOPE Unlimited, and in fact, encourage that while asking you to respect the relationship you build with mine within the context of my company.
- I will serve as a backup on your tasks if you are unavailable, no longer interested, sick, etc. and you will keep me informed if you experience a setback in fulfilling your tasks.
- I respect your position as a business owner/independent contractor, specifically understanding that:
 - You have the right to accept or refuse any task offered to you, at any time.
 - You understand that HOPE Unlimited is your client, although you may communicate with our clients for the purpose of efficiency.
 - If you choose to do repetitious projects for our clients, you have the right to let me know that you are not available for that task at any time you need a break, take a trip, are sick, etc. (Advance notice is appreciated.)
 - You will provide your own equipment and supplies needed for any task without any expectation of reimbursement.
 - You will provide an invoice on a regular basis to receive payment for your services. (I request a minimum of monthly.)

- You have the right to privately contact me at any time negotiate/establish or change your fee for providing services to the clients of HOPE Unlimited and I have the right to change it or reduce the tasks I offer.
- While we use certain apps for streamlining tasks and communication, YOU ultimately determine the best approach for handling a task given to you. For example: you are not REQUIRED to use Asana to track your projects.
- While you can be given a deadline, the days/times you do the projects leading up to that deadline are entirely up to you.
- Because we primarily operate on a pre-paid package system, HOPE Unlimited does not assume our relationships with clients are permanent or ongoing. At any time, a client may choose to let their retainer run out without renewal. Therefore there is no guarantee of ongoing work.
- For the purpose of unity in our collective, I communicate with you as a group on a regular basis. However, I do not require attendance at meetings, and in the rare situation in which I would call one, you are welcome to decline attendance or attend and be paid for your time.
- In order to maintain the distinction of your own business and mine, you will not be listed by name on our website
- You should not be listed on any of my client's website as a member of their team without first consulting me, nor, if using their email system, have a signature that does not include some identifying information that you are an independent contractor. (i.e. in email signatures it should always be very clear that you are representing your own business, with perhaps adding a line such as, "Providing Virtual Assistance to..." (their company.)
- You are encouraged to use your own email signature with business information on emails where you have dialog with our clients but I appreciate if you communicate in a way that makes it clear that their tasks, payments, etc. must be handled through Beth/HOPE Unlimited.
- To avoid conflict of interest, you agree not to work independently (i.e. via direct bill) for any client that you first met through HOPE Unlimited, without first consulting me.
- If a client intentionally or unintentionally contacts you directly to do a task for them, asks any questions related to their retainer status, rates, etc., or attempts to hire you separately, you will graciously redirect them to me. (If via Asana, just add me as a follower to the assigned task.)

- When initiating communication with our clients, you will always cc: me so that I can be aware of the scope of work, offer helpful suggestions, serve as your backup (if I am qualified to do so) or find an alternative service provider if you are not available or qualified for that task. If you notice a client has unintentionally not cc'd me, you will add me to the thread with your response.
- You will give me, and if applicable, my clients, reasonable notice/updates if you are not available to fulfill a task you have agreed to do for them.
- You understand that as Founder/CEO I choose to operate my business from a foundation of faith and biblical values. I do not require that members of the collective practice the same faith as I do. However, I trust that they will respect the verbiage I use when sharing about the business, and be aware I share Scripture verses with the team and will pray for you.
- When you are working for a client of HOPE Unlimited, you agree to be aware of the four key values that HOPE Unlimited is committed to and to practice these values so that we are described as:
 - **Honest:** operating with ethics; giving truthful yet gracious feedback; not manipulating situations for our own benefit; doing what we say we will do when we say we will do it.
 - **Organized:** using efficient, streamlined systems to reduce the overwhelm in our client's lives
 - **Proactive:** seeking to collaborate with clients to improve their professional (or if applicable, personal) lives, not just do assigned tasks; making suggestions when appropriate; and keeping ahead of deadlines.
 - **Engaged:** being timely in responses with me, other colleagues and clients; practicing appropriate warmth in dialog; and a being a team player enthusiastic about HOPE Unlimited's mission to Help Overwhelmed Professionals Excel and have fun doing it.

I have read and understand the operating agreement between HOPE Unlimited and its independent contractors.

Name:

Date: