TIME AND MATERIALS CONTRACT AGREEMENT

This Time and Materials Contract Agreement (the "Agreement") is entered into on [DATE] by and between:

[CONTRACTOR NAME]

[Address]

[City, State, ZIP]

(hereinafter referred to as the "Contractor")

and

[CLIENT NAME]

[Address]

[City, State, ZIP]

(hereinafter referred to as the "Client")

1. SCOPE OF WORK

1.1. The Contractor agrees to provide the following services (the "Services"):

- [Detailed description of services to be provided]

- [Specific deliverables]

- [Project objectives]

2. COMPENSATION

2.1. Labor Rates

- Senior Personnel: $[X] per hour

- Mid-level Personnel: $[X] per hour

- Junior Personnel: $[X] per hour

2.2. Materials

- Materials will be billed at cost plus [X]% markup

- All material purchases exceeding $[X] require Client's prior written approval

3. TIME TRACKING AND REPORTING

3.1. The Contractor shall maintain detailed time records including:

- Date of work performed

- Name and title of person performing work

- Description of work performed

- Number of hours worked

- Applicable rate

4. MATERIAL DOCUMENTATION

4.1. The Contractor shall provide:

- Original receipts for all materials purchased

- Detailed breakdown of material costs

- Documentation of markup calculations

5. BILLING AND PAYMENT

5.1. Invoicing

- Contractor shall submit detailed invoices [monthly/bi-weekly]

- Invoices shall include time sheets and material documentation

- Payment terms: Net [30] days

6. NOT-TO-EXCEED AMOUNT

6.1. The total contract value shall not exceed $[X] without prior written authorization from the Client.

7. CHANGE ORDERS

7.1. Any modifications to the scope of work must be documented through a written change order signed by both parties.

8. TERM AND TERMINATION

8.1. This Agreement shall commence on [START DATE] and continue until [END DATE] or project completion.

8.2. Either party may terminate this Agreement with [30] days written notice.

9. INSURANCE AND LIABILITY

9.1. The Contractor shall maintain:

- General Liability Insurance: $[X]

- Professional Liability Insurance: $[X]

- Workers' Compensation Insurance as required by law

10. CONFIDENTIALITY

10.1. The Contractor agrees to maintain confidentiality of all Client information obtained during the project.

11. GOVERNING LAW

11.1. This Agreement shall be governed by the laws of [STATE/JURISDICTION].

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first above written.

[CLIENT NAME]

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name:

Title:

Date:

[CONTRACTOR NAME]

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name:

Title:

Date:

[NOTARY SECTION IF REQUIRED]