

# FREELANCE CONTRACT

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## Parties

This FREELANCE CONTRACT ("Contract") is by and between **Selena J. Chamberlain** of 97 Chester Street, Allston, Massachusetts, 02134 ("Freelancer"), and **Mimi G. Medrano** of **Innovate Corp** at 19 Bradbury Street, Allston, Massachusetts, 02134 ("Company").

WHEREAS, the Company believes and acknowledges that the Freelancer has the necessary qualifications and skills to perform the duties and responsibilities of a Cataloger that benefit the Company and the business; and the Freelancer desires to render such services upon the terms and conditions set out in this Contract.

IN CONSIDERATION of the promises and other good and valuable consideration, the sufficiency and receipt of which are hereby acknowledged, the Parties agree to engage in an employer-employee relationship according to the terms as follows:

## Legal dept. contacts:

Peter Townsend  
Mark Johnson  
James Farley  
Michael Smith  
Jane Spencer  
Jonathan Firestone

## **Terms and Conditions**

- **TERM**

This Contract commences on July 14, 2021 ("Commencement Date"), and will terminate on December 14, 2021 ("Termination Date"). Either Party may terminate this Contract at any time by giving written notice to the other Party twenty (20) days prior to the intended termination date.

- **SCOPE OF WORK**

The Freelancer will render four (4) hours of work from Mondays to Fridays. The work of the Freelance includes the following:

- Coordinate with the rest of the Company's existing cataloging staff.
- Ensure all materials and book titles are classified and organized accurately and be retraceable when necessary.
- Reduce the Company's backlogs on unorganized print and non-print materials.
- Catalog at least twenty (20) book titles per day while observing the Dewey Decimal System of classification and other standards or guidelines used by the Company to catalog book titles.
- Conduct research and determine appropriate treatment and organization of complex book titles and serial titles.

- **PAYMENT**

The Company will pay the Freelancer two (\$2.00) dollars per cataloged title. The number of cataloged titles will be based on the daily report submitted by the Freelancer and multiplied by stated compensation to calculate the payment due. The payment will either be through a certified cheque.

- **WORK DELIVERY**

The Freelancer agrees to perform the work specified in this Contract timely and professionally. Failure to comply with the terms and conditions of this Contract will constitute the automatic termination of this Contract.

- **CONFIDENTIALITY**

Both Parties understand and agree that all the information exchanged under this Contract is considered confidential. Neither Party is allowed to disclose such information to unauthorized persons or entities without the prior written consent of the other Party.

- **RELATIONSHIP**

The Freelancer will remain an independent contractor under this Contract. Nothing in this Contract will obligate either Party to form any joint venture, partnership, or an employer-employee relationship with the other in the future.

- **APPLICABLE LAW**

This Contract and its terms will be governed by and construed according to the laws of the State of Massachusetts.

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**Signature**

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Company Representative

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Freelancer