



THE PHOTO MANAGERS

SUBCONTRACTOR
AGREEMENT
INFORMATION

SUBCONTRACTOR AGREEMENT INFORMATION

Below are elements that should be included in an agreement established when you start working as or with a subcontractor. [This template](#) from Berkeley Law is a good place to start, but you can find other samples online or utilize a company that creates legal documents. It is best practice to review legal documents with an attorney. This can be a paper copy that each party signs, or entered into a CRM system format with electronic signatures. Make sure both parties have signed copies.

AGREEMENTS WITH SUBCONTRACTORS SHOULD INCLUDE:

- Your business name/contact info
- Client name/contact info
- Services you will provide - scope of work
- Payment rates & terms; how expenses will be handled
- Vehicles & equipment
- Independent contractor status - note that there are differences between an independent contractor and an employee; check with your state to see which best fits your situation
- Taxes
- Worker's compensation & insurance
- Confidentiality - keeping client information private
- Other amendments, agreements, or custom services
- Termination of Agreement
- Other sections as recommended by your attorney (Entire Agreement, Severability, Governing State Law, etc.)
- Signatures/dates