

LETTER OF INTENT FOR SUBCONTRACTOR

_____[Company Representative's Name]
_____[Company Representative's Title]
_____[Company Name]
_____[Company Address]
_____[City, State, Zip Code]
_____[Phone or Email]

_____, 20____

_____[Subcontractor Representative's Name]
_____[Subcontractor Representative's Title]
_____[Subcontractor's Name]
_____[Subcontractor's Address]
_____[City, State, Zip Code]
_____[Phone or Email]

Dear _____ [Subcontractor/Subcontractor Representative's Name],

I am pleased to confirm our intent to engage your services as a subcontractor for _____ [Company Name] (the "Company"). This letter outlines the terms and conditions of our intended agreement:

1. Services to be Provided: You will provide _____

_____.

[Describe the nature of services or project deliverables].

2. Contract Term: This engagement shall commence on _____, 20____ and continue until _____, 20____, unless terminated earlier as provided herein.

3. Compensation: You will be compensated _____

_____.

[Outline rate or fee structure].

(If applicable):

You shall be paid according to the following schedule: _____

_____.

[Outline payment schedule].



4. Independent Contractor Status: You acknowledge and agree that you are an independent contractor and not an employee of the Company. As such, you will be responsible for your own taxes, insurance, and benefits.

5. Confidentiality: You agree to maintain the confidentiality of any proprietary or confidential information belonging to the Company or its clients.

6. Termination: Either party may terminate this engagement upon ____ days' written notice or immediately for cause.

7. Miscellaneous: This letter of intent constitutes the entire understanding between the parties and supersedes any prior agreements or understandings. This letter may be amended only in writing signed by both parties.

Please sign, date, and return a copy of this letter to indicate your acceptance of the terms and conditions of our intended engagement. If you have any questions or need further clarification, please do not hesitate to contact me.

We look forward to working with you and appreciate your valuable expertise.

Sincerely,

_____ [Company Representative's Name]
_____ [Company Representative's Title]
_____ [Company Name]

Signature: _____

Date: _____, 20____

(If applicable):

Signed and acknowledged by:

_____ [Subcontractor Representative's Name]
_____ [Subcontractor Representative's Title]
_____ [Subcontractor's Name]

Signature: _____

Date: _____, 20____

