



## **Independent Contractor Agreement (ICA)**

### **A) Contractor**

You are an Independent Contractor and not an employee of Olympus Builders (Company). Company will not withhold any amounts for taxes from the commission paid to Contractor under this agreement. Company will not pay any amounts for unemployment compensation or workers compensation for you as a Contractor. You will receive a 1099 if commissions received during the prior calendar year are equal to or greater than \$600.00 as required by law.

### **B) Term**

This agreement commences on \_\_\_\_\_ (commencement date) and continues until such time as either party terminates this agreement in accordance with paragraph G.

### **C) Acknowledgment of Independent Contractor Agreement and W-9**

Prior to conducting any business on behalf of the Company, Contractor will sign and deliver to Company an updated copy of Contractor's W-9 and Acknowledgement of Independent Contract Agreement (ICA). It is the responsibility of the Contractor to keep a copy of the latest ICA and keep their most current W-9 on file with the company (example: after changing addresses).

### **D) Files & Documents**

In any transaction related to Company's business in which Contractor is involved, Contractor must provide, within 48 hours, e-mail copies of all contracts, agreements, disclosures, correspondence, data, lease invoices, and other information related to the transaction. These copies will be maintained at Company's office.

### **E) Independent Contracting Parties**

Company and licensee are independent contracting parties and this agreement does not constitute an employment agreement by either party and shall not be construed as a partnership and Company shall not be liable for any obligation, injury, disability or liability incurred by Contractor.

### **F) Applicable Laws, Policies and Procedures**

Contractor agrees to follow all applicable city/state/federal laws as well as policies and procedures set forth by Company.

### **G) Termination**

Either party may terminate this agreement, with or without cause and without notice.

- No commissions will be paid if you are terminated prior to the transaction closing date which requires that 100% of what is owed to Olympus Builders is paid in full and funds have cleared.

### **H) Commission**

Subject to change, the current commission schedule for all Independent Contractors is equal to 3% of the construction executed contract amount. This includes change orders that modify the original contract amount.

Example: \$10,000 contract amount X .03 = \$300  
\$50,000 contract amount X .03 = \$1,500



**Acknowledgement of Independent Contractor Agreement (ICA)**

I \_\_\_\_\_, the undersigned Independent Contractor for Olympus Builders, do hereby acknowledge that I have thoroughly read, understand and completely agree to abide by the Independent Contractor Agreement stated herein and all subsequent amendments. This agreement supersedes all prior agreements, verbal or written, understandings and representations. It is the responsibility of the Contractor to acknowledge receipt and keep a copy of this agreement for their records.

[All information below required for confidential Company record keeping and 1099 mailout]

Independent Contractor Print Name \_\_\_\_\_

Independent Contractor Signature \_\_\_\_\_ Date \_\_\_\_\_

Address, City, State, Zip \_\_\_\_\_

Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

SSN/TIN \_\_\_\_\_

\*Copy of Driver's License Needed on File

Olympus Builders Print Name \_\_\_\_\_

Olympus Builders Signature \_\_\_\_\_ Date \_\_\_\_\_