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CONSULTING CONTRACT

Between
[client name] , from (client address)
Represented by _____, hereinafter designated as **The Client**
And
Contractor name
The Contractor.

The parties agree to the following:

PURPOSE OF THE CONTRACT

1. The mission of the Contractor is to provide:
2. The contract will begin on _____ and will terminate on (fill if required)
3. The _____ will be carried out by _____ (name of persons providing the services)

FEES

1. Fees are described in Exhibit A, annexed to this contract.

TERMINATION OF THE CONTRACT

1. The contract shall expire if for any reason the contract between The Contractor and the Client is brought to an end.
2. Either party may terminate this contract in writing at any time with prior notification of three months or lesser if agreement of the two parts.
3. Except when the termination is for breach of the contract, the work completed shall be paid pro rata temporis and no other consideration shall be due. The Contractor shall deliver the work to the Client with a comprehensive, usable summary of performance to date and any conclusions drawn from it.

PLEDGE OF DISCRETION

1. The Contractor undertakes to keep confidential all facts, information and other details concerning the Client's activities and working environment, that come to his knowledge in the performance of the contract.

RESPECT FOR HUMANITARIAN VALUES

1. For the duration of the contract, the Contractor may be considered to "represent" the Client. He therefore undertakes to comply with the relevant rules of the Client. This

EMPLOYMENT AGREEMENT

Between

Employer: NAME and ADDRESS

Employee: NAME and ADDRESS and HKID/Passport Number

and is executed on the date below.

For valuable consideration, the Employer and the Employee agree as follows:

1 DUTIES AND JOB DESCRIPTION

- 1:1 The Employee is employed in the position of TITLE and will undertake all necessary duties as are generally performed by individuals who are employed in such a capacity.
- 1:2 The Employee also agrees to perform further duties incidental to the general job description.
- 1:3 The position is FULL/PART time and necessarily based in Hong Kong.

2 PERIOD OF EMPLOYMENT

- 2:1 The Employee will commence work subject to the consent of the Hong Kong Director of Immigration Department OR The Employee is lawfully employable in Hong Kong and warrants that no immigration consents are required to undertake the duties envisaged herein
- 2:2 The Employment Agreement will continue indefinitely.
- 2:3 The working hours of the position shall be from TIME to TIME Monday to Friday (inclusive). However, this position is an executive level one and, as such, the Employee can expect to work over and above these hours when the workload so demands.
- 2:4 The Employee shall not be required to work on Statutory Holidays.

3 REMUNERATION

- 3:1 The Employee shall be paid the monthly salary of HK\$SUM.
- 3:2 The Employee will also be given the following benefits:
 - 3:2:1 The Employee shall be enrolled in the Hong Kong Mandatory Provident Fund scheme.
 - 3:2:2 Housing allowance forming part of the monthly salary including subsidy for utilities.
 - 3:2:3 15 days annual leave, after completion of one full year service under the terms of this Employment Agreement.

1212 Snowcrest Trail
Durham, NC 27707

January 23, 2007

Mr. Roger Davis, Esq.
Slater & Slater
155 Flowers Street
Los Angeles, CA 90067

Dear Mr. Davis:

Thank you very much for your letter of January 15, 2007, in which your firm offered me a position as a summer associate beginning in May 2007. I am very excited about the opportunity to work for Slater & Slater this summer and am pleased to accept your offer under the terms set forth in your letter.

As we have discussed, I am eager to begin work as soon as I complete my exams. I will contact Amory Evans in your recruiting office to arrange for a start date. I look forward to a productive summer.

Very truly yours,

Robert Jordan

Freelance Artists Contract



An agreement between

City Arts Orizen Street, Off Pevel Street Rushford Nottingham NG7 4BN	(referred to in this contract as the Artist)
Phone –	Phone
Email –	Email
Fax –	Fax
Staff Contact –	Mobile
	Date of Birth
	Ni Number
	Unique Tax Reference No.
Please submit invoices to the above address	Please note you are responsible for your own tax/Ni contributions

To be employed subject to the following terms and conditions.

Project:
Description:

Date	Reason	Venue

Employment (Name of artist)

Employment

Name of termination

Date of termination (or the name of the employee)

I am freely willing to enter into my decision to terminate my employment contract based on the contract was issued for the date of termination.

Thank you for your acknowledgement.

Name of artist

Employment

Restraint of trade The employee may not for a period of six (6) months from the date of termination of this contract, whether on his/her own behalf or on the behalf of any other person, close corporation, partnership or company solicit custom from, deal with or supply any person, close corporation, partnership or company with whom the employer dealt at any time during his/her employment. Paragraph 11.1 only applies to an employee who: Has been employed with the employer for longer than four (4) months; and Works at least four (4) days a week for the employer. 2005. An application for sick leave must be supported by a certificate from a registered medical practitioner, the Basic Conditions of Employment Act, Act 75 of 1997, the Labour Relations Act, Act 66 of 1995 amendments to legislation etc.). DUTIES The duties of this position are set out in the Duty Sheet annexed hereto as annex A. This limitation of trade is restricted to the nature of the employer's business, products and services. day of Remuneration in respect of overtime The employer shall calculate overtime remuneration at no less than 1.5 (one and one-half) the employee's hourly wage for each hour of overtime worked; or Pay the employee no less than the employee's ordinary wage for each hour of overtime worked and grant the employee at least thirty (30) minutes time off with full pay for every hour of overtime worked; or The remuneration method in 7.2.1 above will be the normal method of remuneration. Should the employer need to use one of the other options due to circumstances, he/she will inform the employee accordingly, preferably in writing, before the commencement of overtime. Public holidays The employee will be entitled to the following official public holidays on full pay: *New Year's Day *Youth Day *Human Rights Day *National Women's day *Good Friday *Heritage Day *Family Day *Day of Reconciliation *Freedom Day

*Christmas Day *Worker's Day *Day of Goodwill Any other holiday declared by Government from time to time will also be granted with full pay. Job description JOB TITLE Employer

..... Hours of work in terms of item 5.2 may be extended by up to fifteen (15) minutes a day, but may not exceed one (1) hour a week. The reason for this provision is to allow the employee to finish the task at hand, especially when serving a client, at the end of a working day. The employer may not require or permit the employee to work more than forty-five (45) hours per week, calculated as follows: Nine (9) hours on any day, if the employee works five (5) days or less a week; or Eight (8) hours on any day if the employee works on more than five (5) days in a week; and Lunch breaks are not included in this calculation. Deductions from remuneration The employer may not deduct any monies from the employee's salary unless the employee has agreed thereto in this contract or in writing on each occasion. Paragraph 11.1 only applies to an employee who: Has been employed with the employer for longer than four (4) months; and Works at least four (4) days a week for the employer. Meal intervals The employee is entitled to a lunch break of 30 minutes. Lunch breaks will be taken from 13:00 to 13:30 daily. In the case where the employee is unable to attend work due to medical reasons, the employee must ensure that the company is notified as soon as reasonably possible. Family responsibilities leave The employee will be entitled to three (3) days family responsibility leave during each leave cycle (12 months). Employers are advised to delete these notes on their own discretion. Termination of employment This contract of employment may be terminated only on notice of not less than- one week, if the employee has been employed for six months or less; two weeks, if the employee has been employed for more than six months but not more than one year; four weeks, if the employee - has been employed for one year or more; or is a domestic worker who has been employed for more than six months Probation (Insert period if applicable) Remuneration The employee's total monthly remuneration will be R, payable in arrears on the 3rd last working day of each month. Should the regular payment date fall on a weekend or public holiday, the employer will pay the salary on the last working day before said day. Witness Overtime Limit on overtime The employee may be permitted or requested to work overtime from time to time when needed, provided that the daily overtime shall not exceed three (3) hours a day and a total of ten (10) hours a week. Trade secrets/confidentiality The employee undertakes, without prejudice to any general duty of confidentiality, not to disclose during the continuance of this contract or afterwards, any of the trade secrets of the employer or any information which is confidential to the employer's business. Trade secrets include the following, which list will not be regarded as exhaustive man-hour tariffs, logistic techniques, proposal contents, client contacts, etc. Leave without remuneration will affect the accumulation of vacation leave credits on a pro-rata basis. Remuneration will include the following: Basic salary R Total R The following will be deducted from the salary: Benefits Annual Bonus at Company Discretion: (See notes on 13 th cheques elsewhere in this manual) Profit Sharing at Company Discretion: See notes on 13 th cheques elsewhere in this manual) Annual salary negotiation Remuneration will be revised on an annual basis. The employer is only obliged to grant family responsibility leave under the following circumstances: When the employee's child is born; or When the employee's child is sick; or In the event of death of the employee's spouse or life partner, parent or adoptive parent, grandparent, child, adopted child, grandchild or sibling. Leave may not be accumulated for more than eighteen (18) months, except where explicit written consent is obtained, detailing the amount of leave which may be accumulated. Motivated written application must be made to obtain such consent. Leave will not be granted concurrently with any other period of sick leave granted. If the employee is absent from duty without prior arrangement or permission, the employer may regard any period of such absence as leave without remuneration. The employee shall not at any time during the continuance of this contract be directly or indirectly engaged, concerned or interested, whether for reward or otherwise, in any other trade, business or profession without the explicit written consent of the employer. The application will be fully motivated. The employer is not obliged to approve such an application. This limitation can be waived should both parties so agree. Remuneration If the employee does not work on a public holiday, he/she shall receive normal payment for that day. During the first six (6) months of employment the employee is entitled to one day's paid sick leave for every twenty-one (21) days worked. Annual leave The employee is entitled to (15) fifteen working days leave per annum. This does not preclude the employer from taking disciplinary measures against the employee in terms of this contract. This is a free service. Exclusive service The appointment under this contract is a full time appointment and the employee shall devote his/her full commitment, energy and attention to the employer's business. Leave without remuneration Leave without remuneration may be granted when the employee's: Sick leave credits are insufficient or have been depleted; or Application for sick leave cannot be reasonably substantiated; or Family responsibility leave credits are insufficient and no vacation leave credits are available. The employee will not be liable to the employer for information divulged in terms of legislation or a court order compelling him/her to do so. Paragraph 16.1 also applies to potential clients in which the employer has shown interest or with whom the employer was negotiating at the time of the employee's employment in the company. Leave without remuneration may affect the calculation of any bonus or reward that the employer may contemplate. If you experience any difficulty kindly contact us. The employee may apply in writing to be granted leave without remuneration for an extended period not exceeding six (6) months in exceptional circumstances. Grievances or problems can be raised through the stipulated internal communication channels. Also refer to notes in the Basic Conditions of employment included in this manual) Strictly private and confidential Entered into between (Name of company) (Herein after also referred to as "the employer" or "the company") and (ID) (Herein after referred to as "the employee") Terms and conditions of employment The terms and conditions set out herein will constitute the employee's contract with the company with effect from Where a basic condition of employment is not specifically mentioned, the relevant legislation will be applicable (eg. Work on Sundays and Public Holidays Sundays Work on Sundays will not be compulsory, but will be agreed on by the parties to the best interest of the company and the employee from time to time. Leave must be applied for in writing in the form and manner prescribed by the company from time to time, and may only be taken after approval by the company or its delegated authority. Policies, grievance and disciplinary procedure The employee will be subject to the company's disciplinary procedure, code of conduct and policies as determined and amended from time to time. Working hours Normal working hours will be from (08:00) to (16:30) from Mondays to Fridays. The Duty Sheet forms part of this contract. Subsequent changes thereto may only be affected in consultation with the employee. Although the employee has been employed in the position referred to in paragraph 2.1 and will therefore be responsible for the duties referred to in paragraph 2.2.1 supra, he/she may be required to perform other duties that may reasonably be expected of him /her within the company from time to time. Sick leave During every sick leave cycle (12 months) the employee will be entitled to an amount of sick leave equal to the number of days the employee would normally work during a period of four (4) weeks. The employee will therefore be entitled to ten (10) days sick leave over a period of twelve (12) months (1 year). The employer may also by agreement grant two (2) paid working days off in lieu of payment. General Any changes to this agreement will only be valid if they are in writing and have been agreed upon and signed by both parties. Thus done and signed at During the period of employment within the company the employee will report as per company name Organisation Chart and obey instructions given by him/her and any other person duly authorised (or delegated) by the company to do so. Leave will normally not be granted within the notice period regarding termination of service. Leave accumulated in terms of special permission referred to above will not be paid out at termination of service. Leave may thus not be accumulated for purposes of inflating a severance package. on this, the Please note that it is not necessary to include the explanatory notes included in this sample. The Disciplinary Procedure and Code of Conduct is annexed hereto as annex B, and forms part of this contract. The employee further undertakes immediately after the termination of his/her services to hand over to the employer all documentation and data in his /her possession belonging to the employer, whether in hard copy, contained on computer disc or any other recording medium, including documents made by him /her in the course of his/her employment. The aforementioned implies that any copy, abstract, or any precis of any document belonging to the employer made by the employee or any other person shall itself belong to the employer. If the parties agree that the employee should work on any of the above days, the employee shall be paid double the normal day's wage for a full day or double the hourly wage for every hour worked.

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