# CONTRACT TEMPLATE 1: Contributing Authors

## Contributing Author Information

Name:
Phone:

Email:

Address:

[If the contract is to be issued through the contributing author's company or organization, use the name of the company in place of the author’s name. Ask the contributing author if they will charge sales tax on their invoices.]

## Schedule 1 - Description of Deliverables

The contributing author will [general description of the services provided, e.g. write a chapter on the history of Victoria.]

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[Provide specific information about the deliverable such as, specific topics, length including approximate word count, layout and form of the writing, and resources other than writing that should be included such as photos or graphs.]

The contributing author will work closely with [textbook author or other designated project manager] to ensure that their writing and accompanying resources are completed on schedule, adheres to licensing agreements, and that the final product is a high quality instructional resource.

Future Distribution: [Textbook author] will be entitled to distribute these deliverables under the most current version of the Creative Commons Attribution license.

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## Schedule 2 - Agreement Duration and Payment

Start date:
End date:

The total amount of the contract is not to exceed [total service fee] plus applicable taxes. The following payment will be made upon approval of completed deliverables per the project timeline [indicate number of payments including dates and amount paid].

First payment on [date]: [amount]

Second payment on [date]: [amount]

Etc.