



## Instructions

Please complete the upcoming questions to the best of your knowledge.

We understand some concepts might be new to you. If you're unsure about any of your responses, please checkmark "I Don't Know" and one of our lawyers will contact you to discuss and advise you directly.

If you wish to work on this form offline, please download the PDF summary [here](#) and return back to complete the form when you are ready.

Note, a staff member may be deemed to be an employee (and subject to applicable employment standards legislation) despite the existence of a signed contractor agreement.

## Disclaimer

All legal services will be performed by Oziel Law. If you are not a client of Oziel Law, you will be asked a couple of questions relating to our engagement prior to submitting this form. Our acceptance of you as a client is subject to our review of your submission and a firm conflict check.

## Contractor Agreement

In the next couple of questions, we will ask about your hiring needs as they relate to your growing business.

Keep in mind a Contractor can be a person or company that is contracted to provide services or complete a set of tasks. The Contractor may be hired only to perform a specific task or set of tasks or may be hired on an ongoing basis. When hiring a Contractor, we recommend drafting a Contractor Agreement to clarify the terms of the relationship between your business and the Contractor.

**If you're unsure about your answers, don't worry!** Complete this questionnaire and we will contact you directly to discuss your circumstance before advising how to proceed.

For additional information look over relevant resources at our [Learn Centre](#).

**Please provide the full name of the person completing this form. \***

First Name      Last Name

**Please provide the phone number of the person completing this form. \***

Area Code      Phone Number

**Please provide the email address of the person completing this form. \***

example@example.com

**Who is our client? \***

Person Completing This Form  
Third Party

A Corporation  
I Don't Know

**Are you an existing Oziel Law client? \***

YES  
NO

**What is the name of the client?**

First Name      Last Name

**What is the name of the client? \***

Please identify the individual or corporate client.

**Are we allowed to take instructions from the person completing this form? \***

YES  
NO

## Who is permitted to provide us with instructions?

You can provide us with more than one permitted instructor. If you're unsure, just move on to the next question.

## Corporation Address

Street Address

City

State

Zip Code

**Please provide the Contractor's principal contacts full name.**

**Please provide the title of the Contractor's principal contact.**

**Please provide us with an email address for the Contractor's principal contact.**

**Name of Contractor \***

First Name

Last Name

**Address of Contractor \***

Street Address

Street Address Line 2

**Please describe the business of the Corporation. \***

City

State / Province

Postal / Zip Code

Please provide a sufficient description of the nature of the business of the Corporation.

**Describe the services to be provided by the Contractor. \***

Please provide a detailed description of the services to be provided by the Contractor.

**Will the Contractor develop software or other Work Product? \***

Yes

No

I Don't Know

**Will the Contractor utilize any pre-existing works or software? \***

Yes

No

I Don't Know

**How long will the term of the Agreement be for? Please indicate whether the Agreement will automatically renew after an initial term.**

For example, the Corporation may wish to have a 1 year contract (as an initial term) that automatically renews to create additional 1 year terms as long as neither party terminates.

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**How will the Contractor be compensated?**

Compensation can be a combination of cash and equity instruments/options. The cash compensation component may be an hourly rate, weekly/monthly/annual salary or may be commission-based.

**Will the Contractor be restricted from soliciting existing/prospective clients and/or personnel from the Corporation for a period of time during and/or after the term of the Agreement?**

YES

NO

**Provide details about the Contractor's restrictions to be included in the Agreement.**

**How will the Corporation terminate the Contractor Agreement?**

For example, the Corporation may wish to terminate the Contractor upon providing 2 weeks or 1 month advance notice.

**Comments**