



**SAMPLE\* Letter of Agreement • <today's date>, 201X**

Let this letter serve as a legal agreement between Big Innovations, LLC (the company) and <insert name of sales contractor here> (the contractor). The company will pay the contractor a commission fee for introducing new corporate clients who become new engagements for the company.

**Terms of engagement**

- The contractor will be paid on a 1099 basis, and will be fully responsible for paying all applicable local, state and Federal taxes.
- Either party has the right to cancel this agreement at anytime. Should a cancellation occur, the company would still owe the commission(s) earned according to this agreement. However, any referred “deals-in-progress” must close within 90 days of cancellation of agreement to qualify for commission. “Close” is defined as a signed contract and first payment to the company.
- The contractor will be responsible for all expenses associated with making calls, scheduling the appointments or closing the deals unless previously arranged and agreed in writing by the company.

**Commission Fee Formula**

For a period not to exceed twelve (12) months, the company will pay the contractor 15% of gross consulting fees collected from new company clients. This commission fee will be paid after revenues are received from the client and cleared at company's bank.

Agreed and accepted by:

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\_\_\_\_\_  
<a BI founding partners name>  
Founding partner  
Big Innovations, LLC

\_\_\_\_\_  
<independent contractors name>  
Sales Contractor

**\*This document is for illustrative purposes only and not an offer to engage services. Contact BI for more details.**