

## Preparing Contracts for Professional Services

The University has a number of standard form contracts that are designed to allow the user to fill in appropriate facts in a limited number of blanks to produce a valid and appropriate contract. One of the most commonly used of these forms is the Contract for Professional Services. This form is the appropriate contract document for obtaining the services of independent contractors who perform their services with little or no supervision by a University official. For guidance regarding the use of this form contract, please go to the Office of Counsel website and click on the button for "UAH Legal Issues." Once you are at the page entitled "UAH Legal Issues," scroll to the Topic "Guidelines for UAH Standard Form Contract for Professional Services" and click on it to open that document. The document provides guidance regarding both limitations on use of the Contract for Professional Services and regarding how to fill in the blanks properly.

The form contract incorporates by reference a document entitled "General Terms and Conditions" that must be provided to the Contractor. At one time, these two documents were purchased through Printing Services, and the Contract for Professional Services had to be completed by typing or writing the appropriate information in the blanks provided. This is no longer necessary - both documents are now available from the Business Services website at <http://www.uah.edu/admin/bussvcs/Contracts/Professional%20Services%20Contract-General%20Terms.pdf>. The Contract is in a pdf format, which allows completion by use of the computer keyboard. It can be printed out but not saved. It is therefore important for the user to have all the pertinent information at hand when the form is to be completed, since it will not be possible to save it mid-way through the process and return later to complete it. The General Terms and Conditions do not require insertion of any additional information and are ready to print.

This is a valuable, time saving service provided by Business Services.