Re: [*Contract Project*]

Dear [*Name*]:

This letter confirms our conversation of [*date*]. We have agreed that I will work on [*project description*]. I will be performing the work as an independent contractor. My work will not be supervised by the firm. I will do the work from my own office, use my own online research tools, office supplies, email, support staff, and equipment. I will complete the work on my own time and invoice the firm for the work at the completion of the project.

We have agreed that I will be paid $\_\_\_\_\_ for my work on this project, based on an hourly rate of $\_\_\_\_\_\_ per hour, with an expectation that the project should be accomplished in approximately hours. The firm agrees that I will be paid within [30 days] of the date on my invoice at the completion of the project.

I will have the project completed and delivered to the firm on or before \_\_\_\_\_\_\_\_\_\_\_.

The firm will provide me with access to the full client file on or before \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I agree to abide by the Oregon Rules of Professional Conduct regarding the confidentiality of all client information relating to this project. I agree to protect all information provided to me that is proprietary, privileged, work product and/or confidential. I will return the original and all copies of the information provided to me by the firm at the conclusion of the project.

I have checked for conflicts based on the information the firm has provided to me, and I do not have a conflict with any of the parties involved. I agree to add [*insert names of all parties*] to my conflict system and to notify the firm immediately if I learn of an actual or potential conflict of interest. The firm will promptly provide me with the names of any additional parties whose names should be added to my conflict list, so I may run a conflict check on their names.

I understand and agree that I am not an employee of the firm and will not receive any employee-type benefits because I am working as an independent contractor. I understand that the firm will issue a 1099 form at the completion of the project.

I have current professional liability insurance through the Professional Liability Fund (PLF), and I understand that it is my sole responsibility to maintain my PLF coverage.

Thank you for the opportunity to assist you as a contract attorney. If you have questions, please contact me.

Truly yours,

*[Contract Attorney*]

**IMPORTANT NOTICES**

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