

[Company Name]
[Company Address]
[City, State, Zip Code]

[Date]

[Contractor Name]
[Contractor Address]
[City, State, Zip Code]

RE: Project-Based Independent Contractor Offer

Dear [Contractor Name],

We are pleased to offer you an engagement as an Independent Contractor for [Company Name] to work on the following project: [Project Name/Title].

1. Scope of Work:

You will be responsible for providing the following services: [Detailed description of deliverables and tasks].

2. Term:

This project is estimated to begin on [Start Date] and is expected to be completed by [End Date/Milestone Completion], unless terminated earlier in accordance with the formal agreement.

3. Compensation:

In consideration for your services, the company will pay you [Amount] per [Hour/Project/Milestone]. Payment will be made within [Number] days of receipt of a valid invoice.

4. Relationship:

As an independent contractor, you are not an employee of [Company Name]. You are responsible for your own taxes, insurance, and equipment. You maintain control over the methods and means used to achieve the project results.

5. Confidentiality:

During this engagement, you may have access to proprietary information. You agree to keep all company information strictly confidential.

This offer is contingent upon the signing of a formal Independent Contractor Agreement. Please indicate your acceptance of this offer by signing below and returning it by [Expiration Date].

Sincerely,

[Sender Name]
[Sender Title]

Acceptance:

I accept the terms of this Project-Based Independent Contractor Offer.

Signature: _____ Date: _____