



Kendall Campus

## Agreement for Services Pre-Checklist

Before an Agreement for Services event begins to be initiated the vendor must understand and agree to the following conditions

1. The college has 30 days to issue a check after services are rendered
2. Vendor must supply a detailed invoice
3. Vendor must supply a program description and measurable outcomes sheet (for presenters, all others will be done internally by requesting department)

Once these items are agreed upon you may begin to collect documentation.

**\*\*Please note that Professional Consultants aka individuals without a company have a max daily pay out rate of \$500.00\*\***

### Required Documentation:

- **Quote** with the following information
  - Company's Contact Information
    - Email
    - Phone Number
    - Address
  - Detailed information regarding the services
    - Time and length of service
    - Number of servings if applicable
    - All inclusive of travel if applicable
    - Etc.
- **Invoice** for services to be submitted after the services are rendered
- **Name of Representative** (person who will sign Agreement for Services)
  - Title of Representative
- **W9** (address must match the address of the Quote)
- **Resume** (if not an LLC)

After obtaining these documents, they are emailed to [mdcvendors@mdc.edu](mailto:mdcvendors@mdc.edu) to register with a Supplier Number.

Once you obtain the Supplier Number you can begin the [Agreement for Services](#) and [Agreement for Services Checklist](#).

# Agreement for Services

Complete all sections of the [Agreement for Services](#). See the Example Agreement for Services below.

DESCRIPTION OF SERVICE & TRAVEL ARRANGEMENTS: Should include a detailed description of the services that will be provided.

**Bad Example:** MDC Kendall Campus is hosting a variety of events for the summer that would utilize a coffee cart services. This is for student programing during the summer 2018 term.

**Good Example:** MDC Kendall Campus is hosting 3 events for the summer students that would utilize a coffee cart service. The events will be hosted on 6/12/18, 6/25/18, and 6/27/18; and will cover topics of procrastination techniques and social networking skills. Each event will serve 100 students and will include a professional barista.

SCHEDULE AND PROCEDURE FOR PAYMENT:

NEVER use the middle option. Either there is one date of service, in which case you check the first box, or there are multiple days of service, in which case you check the OTHER box and provide a description such as this:

OTHER (describe) Vendor will supply 3 separate invoices for service in the amount of \$500 each, on or after the date of service to be paid within 30 days after services are rendered.

Once the Agreement for Services is complete please also complete the Agreement for Services Checklist.

[Agreement for Services Checklist](#)