



DUAL SERVICES
MEMORANDUM OF AGREEMENT
BETWEEN
TENNESSEE TECHNOLOGICAL UNIVERSITY
AND

This memorandum signifies agreement of Tennessee Technological University (University) and _____ (Vendor) concerning the provision of employee services. The agreement is as follows:

1. Vendor agrees to furnish the services of its full-time employee, _____, Social Security No. _____, who will perform the following services for the University:

2. Compensation to Vendor:

Base Amount	\$
FICA	\$
Medicare	\$
Retirement	\$ _____
Total:	\$

Maximum liability of University: \$ _____

3. Payment will be made by University after completion of service and after receipt of invoice from Vendor, mailed to the following address:

Tennessee Technological University
Attn:
P. O. Box
Cookeville, TN 38505

4. The term of this contract shall be from _____ to _____.
5. Either party may terminate this agreement by giving written notice to the other at least _____ days before the effective date of termination. In that event, Vendor shall be entitled to receive just and equitable compensation for any satisfactory work completed as of the termination date. In addition, University shall have the right to immediately terminate this agreement and withhold payments in excess of fair compensation for work completed in the event that the employee fails to perform in a timely and proper manner or breaches any material term of this agreement.
6. This agreement cannot be assigned or subcontracted without the written consent of all parties.

