

THIS IS A SAMPLE OF AN ATTACHMENT A

PLEASE NOTE: *The wording should be adjusted to fit your circumstances with any additions/deletions that you deem necessary.*

ATTACHMENT A

**UNIVERSITY OF SOUTHERN MAINE
CONTRACT FOR PERSONAL SERVICES**

AGREEMENTS: The University and the Contractor, _____ do mutually agree to the following:

SPECIFICATIONS OF WORK TO BE PERFORMED:

1. Lecture/Training program: adult family care homes:provider training.
2. Training content: the contractor will prepare and deliver a two hour lecture for an audience of 20 lay people who plan to operate an Adult Family Care Home to cover the following topics:
 - *identify the components of a balanced diet.*
 - *discuss how to achieve adequate nutrition for residents with special needs (e.g. low fat, low sodium, etc.*
 - *discuss types of diets*
 - *demonstrate menu planning*
3. Lecture/Training audiences:Adult Family Care Homes
4. Date and Location: mmddyy, 2:00pm to 4:00 pm

PAYMENTS;

1. Payment of \$225.00 includes all costs for the preparation and delivery of the 2 hours of training @ \$75.00 per hour plus 75.00 for preparation time. Payment will be made upon completion and receipt of an itemized invoice submitted by the Contractor.

SPECIAL TERMS AND CONDITIONS:

(This is an either/or paragraph)

The University retains the right to make any travel arrangements necessary to the conduct of this contract. Reimbursement of travel expenses will be governed by applicable University rate schedule(s). Itemization of expenses and original receipts are required.

-or-

All travel, telephone, and expenses for materials and any other expenses incurred in completing this contract will be paid by the contractor with no reimbursement from the _____.
(department name)

(Add any additional Special Terms and Conditions)