



This Agreement, between \_\_\_\_\_ (the "Employee") , and \_\_\_\_\_ (the "Employer") is made this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Employee agrees to perform, and continue to perform, for compensation, the described services as an Employee of the Employer.

Employer, who is engaged in the business of \_\_\_\_\_ , agrees to compensate Employee for such services rendered in accordance with this Agreement, and either party may terminate this Agreement at any time by giving notice to the other party.

The parties agree and contract as follows:

Services the Employee shall perform (not limited to, and subject to change by the Employer)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**e.g. bookkeeping, accounts payable, business errands, phone services, field work, clerical and/or retail services and other usual and customary services to the business.**

Compensation includes the combined total of wages plus benefits. The Employee's compensation is subject to change at the Employer's discretion.

Wages: Employer agrees to compensate the Employee for services rendered under this Agreement in the form of benefits and wages. Wages shall be in the amount of \$\_\_\_\_\_ per \_\_\_\_\_ (e.g. week, month or year).

Benefits: In addition to the above wages, the Employer agrees to provide certain benefits according to the terms and conditions of the established Employee Benefit Plan.

Employer  
Signature: \_\_\_\_\_

Employee  
Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_