



PROPOSAL KIT SAMPLE

SAMPLE CONTRACT PACK DOCUMENT

Scroll down to read the first part of this sample contract document. When purchased, the complete contract is included in an editable Word format.

When purchased, the Proposal Kit Professional or Contract Pack will also include many related documents many of which are designed to work together.

For example, some documents are used in a longer sequence one after the other. Some include optional exhibit and schedules.

Also see this article for proposal and contract writing best practices:



<https://www.proposalkit.com/html/business-proposal-writing-tips.htm>

[Click here to purchase Contract Pack](#)

INTERNSHIP AGREEMENT

This Internship Agreement (the "Agreement") is made this <<CurrentDay>> day of <<CurrentMonth>>, <<CurrentYear>> by and between <<Company>>, a <<State>> company (hereafter "Company"), and <<ContractFirstName>> <<ContractLastName>>, (hereafter "Intern").

Recitals

A. Company is offering a << paid or unpaid >> internship which shall consist of the following activities:

<< Insert areas in which the Intern will participate or department in which the Intern will work.>>

B. Intern has agreed to perform work for Company on this project.

Agreements

In consideration of the mutual covenants set forth in this Agreement, Company and Intern hereby agree as follows:

1. Specifications.

Intern shall be available according to an agreed-upon schedule ("the Schedule") and shall provide the following efforts and services as requested:

<< Insert description of work to be engaged in or services to be provided.>>

2. Compensation.

Company will compensate Intern on the following basis: << hourly rate/flat fee/commission/experience-only or other >>: << Insert Payment Rate >>

Company Initials _____ Intern Initials _____

<< If hourly rate, include the following:

Intern will submit written, signed reports of the time spent performing services under this Agreement, itemizing in reasonable detail the date on which services were performed, the number of hours spent on such date, and a brief description of the services rendered. >>

<< If college credit, then insert obligations and accounting responsibilities and timeline(s) for all parties. For example,

- a) Meet with supervisors regularly on a monthly basis;
- b) Submit a written self-evaluation at the end of the internship term;
- c) Keep a weekly journal of accomplishments. >>

Company will receive reports no less than once per month on or before the <<Insert Payment Day>> day of each month, and the total amount of work will not exceed <<Insert Maximum Amount>>. Company shall pay Intern all amounts due within 30 days after such reports are received.

2.1 College Credit or Obligations of Company to Universities or other Learning Institutions.

All requests for college credit or other certification must be presented to Company prior to the beginning of internship and are subject to Company approval.

3. Independent Contractor.

Nothing herein shall be construed to create an employer-employee relationship between the parties. The consideration set forth above shall be the sole payment due to Intern for services rendered. It is understood that Company will not withhold any amounts for payment of taxes from the compensation of Intern and that Intern will be solely responsible to

Company Initials _____ Intern Initials _____

pay all applicable taxes from said payment, including payments owed to Intern's employees and subagents.

4. Insurance.

Intern shall provide proof of << Insert Insurance Requirements here >>. Intern shall be covered by <<Insert insurance coverage provided. Interns would not be expected to carry liability insurance like a subcontractor would; however, issues of

DEMO CONTRACT

This demo contract has been truncated. The complete 3 page editable version of this document is available in the Contract Pack template collections

<https://www.proposalkit.com/html/legal-contract-templates/human-resources-templates/internship-agreement-technical-it.htm>

Once you purchase, download and install a retail Contract Pack that includes this contract, the complete version of this contract will be inserted into your project.

This contract document is included in the [Proposal Kit Professional](#) and one or more [Contract Pack](#) products.

This sample has been truncated to only show the first part. The complete editable version of this contract is included in Proposal Kit Professional and Contract Pack products found at:

ProposalKit.com/htm/proposal-software-products.htm

