

CONSULTANT AND VENDOR GUIDE—CONTRACT

SOPHIA FOR COUNCIL

78-42 NORTHERN BLVD, JACKSON HEIGHTS, NY 11372

Consultant Agreement

This agreement dated January 1, 2017 is made by and between Sophia for Council (Campaign), whose address is 78-42 Northern Blvd, Jackson Heights, NY 11372, and Bianca Rower (Consultant), whose address is 35-41 80th Street, Jackson Heights, NY 11372.

Campaign and Consultant agree to the following:

- Services:** Consultant will provide the following services for Campaign:
 - Enter all transactions into C-SMART
 - Maintain all backup documentation
 - Submit all CFB Audit Responses
 - Organize contact information for volunteers, maintain their schedules, and supervise them as they perform their duties
 - Design flyers, posters, invitations, and other printed materials for fundraising events
- Term:** This agreement will begin on January 3, 2017 and will end September 12, 2017 (Primary Election). Either party may cancel this agreement on 14 days' written notice to the other party. If the term is to be extended, an addendum to this contract will be executed by the Campaign and the Consultant.
- Payment:** Consultant will be paid at the rate of \$500 per month for January–August, 2017, and will be paid \$250 for September 1–12, 2017, for work performed in accordance with this agreement, for a total of \$4,250. The Consultant will submit a detailed itemized invoice setting forth the time spent and services rendered, and the Campaign will pay the Consultant the amounts due as indicated by invoices submitted by the Consultant within seven days of receipt. Payments made in accordance with this agreement will only be made payable to Bianca Rower, unless otherwise specified in writing. The Campaign will reimburse all out-of-pocket expenses incurred by the Consultant relevant to this agreement, provided that the Consultant submits detailed documentation and reimbursement requests, and obtains prior authorization, pursuant to the Campaign's policies.

Signatures

Both the Campaign and the Consultant agree to the above contract.

Candidate/Treasurer Signature *Alexis Davis* Date 1-1-2017

Print Name Alexis Davis

Consultant Signature *Bianca Rower* Date 1-1-2017

Print Name Bianca Rower