



TOWN OF STRAFFORD
P. O. Box 27
Strafford, Vermont 05072

Town Office 1-802-765-4411
Town Garage 1-802-765-4550

TOWN OF STRAFFORD
SUBCONTRACTOR AGREEMENT

Adopted: January 8, 2013

The goal of this subcontractor agreement is to allow efficient project management by the Town of Strafford and to provide clear guidelines for subcontractors working for the Town.

This agreement applies to all subcontractors from the date of adoption.

All subcontractors need to provide the following before commencing work for the Town of Strafford:

- Provide proof of Worker's Comp. Insurance or an insurance waiver. This information must be received by the Town before any payment can be issued.
- Complete a W-9 form.
- Provide a weekly, detailed invoice to include dates of service, hours worked, hourly rate or flat fee, and the name of the subcontractor. No payment will be issued without a detailed invoice. Invoices must be submitted on a weekly basis.

Work may be stopped at any time for cost overruns, substandard workmanship, or for any reason deemed necessary.

Please sign and return this as acknowledgement of the terms of working for the Town of Strafford.

Printed Name _____ Signature _____

Date submitted _____

Date Received _____ By _____