

Independent Contractor Agreement

Legacy Language Services LLC

This Independent Contractor Agreement ("Agreement") is entered into between **Legacy Language Services LLC**, located in Waterbury, Connecticut ("Company"), and the independent contractor ("Contractor").

By accepting assignments from Legacy Language Services LLC, the Contractor agrees to the following terms:

1. Independent Contractor Relationship

The Contractor is engaged as an **independent contractor** and not as an employee of Legacy Language Services LLC. Nothing in this Agreement shall be interpreted as creating an employer–employee relationship, partnership, or joint venture.

The Contractor is responsible for their own taxes, insurance, licenses, and professional certifications.

2. Scope of Services

Contractors may provide professional language services, including:

- Interpreting (legal, medical, educational, community)
- Translation services
- Voiceover services
- Related language support services

Assignments will be offered based on **availability, qualifications, and client requirements**.

3. Assignment Acceptance

Contractors may **accept or decline assignments**. Once an assignment is accepted, the Contractor agrees to:

Arrive on time and be prepared.

Perform services in a professional and accurate manner.

Notify Legacy Language Services LLC immediately if an issue arises. Ensure that the completed assignment job report form is submitted to Legacy Language Services LLC within 12 hours after the conclusion of the assignment.

Failure to meet assignment commitments may affect future opportunities.

4. Professional Standards

Contractors must maintain professional conduct at all times and follow applicable **interpreter codes of professional conduct**, including:

- Accuracy
- Confidentiality
- Impartiality
- Professional behavior

Contractors must also comply with all **applicable laws and regulations**.

5. Confidentiality

Contractors agree to maintain strict confidentiality regarding all client information, documents, communications, and assignments.

Confidential information may not be shared with any third party without prior authorization.

6. Compensation

Contractors will be compensated according to **agreed rates** for each assignment or project.

Legacy Language Services LLC will communicate payment terms and invoicing procedures. Contractors are responsible for submitting invoices when required.

7. Cancellations

If a contractor must cancel an accepted assignment, they must notify Legacy Language Services LLC **as soon as possible** so alternative arrangements can be made.

Repeated last-minute cancellations may result in removal from the contractor network.

8. Equipment and Expenses

Contractors are responsible for providing their own **equipment, transportation, and professional tools** required to complete assignments unless otherwise agreed.

9. Non-Solicitation

Contractors agree not to solicit or accept direct work from clients introduced by Legacy Language Services LLC without the Company's prior written consent.

10. Termination

Either party may terminate this Agreement at any time with written notice. Legacy Language Services LLC reserves the right to discontinue offering assignments if the Contractor fails to meet professional standards.

11. Governing Law

The laws of the State of Connecticut shall govern this Agreement.

12. Acceptance

By accepting assignments from Legacy Language Services LLC, the Contractor acknowledges that they have read, understood, and agreed to the terms of this Agreement.

Legacy Language Services LLC

Waterbury, Connecticut

Email: info@legacylanguageservices.com