



Ocean Pacific Notary Services, Inc.
INDEPENDENT CONTRACTOR AGREEMENT

This agreement is made by and between Ocean Pacific Notary Services, Inc and independent contractor

Ocean Pacific Notary Services, Inc. (OPNS) will provide Independent Contractor with both verbal and written instructions to conduct service. Independent contractor will confirm all appointments with clients in a timely manner and notify OPNS of all appointments set and completed. Independent Contractor is required to attend and complete all services at the appointed time and place and notify OPNS of any changes in the initial appointment. _____ (initial)

It is agreed upon execution of this agreement that the Independent Contractor shall not be considered a partner, employee, working in a joint venture-ship, or in anyway connected to OPNS in other than that of an Independent Contractor. _____ (initial)

As an Independent Contractor, it is understood that I am responsible for my own supplies, equipment and transportation needed to complete all service(s) contracted by OPNS. _____ (initial)

Independent Contractor shall maintain current comprehensive general and vehicular insurance for any claims and damage bodily or otherwise including death and will hold OPNS harmless for any claims or liabilities. Independent Contractor shall at their own expense maintain all commissions, bonds, errors and omissions, insurance, permits and licenses required to perform the notary duties and holds OPNS harmless for any claims or liabilities. Independent Contractor is responsible to pay all applicable employment taxes to include federal, state, county, city, or any other applicable self-employment taxes. Independent Contractor has the right to refuse any service(s) and reserves the right to terminate this agreement with OPNS upon 30 day written notice. OPNS agrees to the same termination rights under the terms of this agreement. _____ (initial)

OPNS agrees to pay a flat fee per completed service(s) for services rendered to the Independent Contractor as follows and may be amended or changed with prior written notice: _____ (initial)

- Said fee will be confirmed prior to completion of said service
- Additional fees will need to be discussed before completion of appointment.
- Payment is rendered: work completion day 1 – 15, paid on the 30th of the same month, work completion day 16-31, paid on the 15th the following month.
- Fees will not be paid if signed loan documents are not returned to overnight courier by end of the next business day.
- If client refuses to sign after complete review of loan documents, Independent contractor will be paid as agreed by terms of this agreement.
- If appointment cancels within 2 hours of said appointment, no fee will be paid.

Independent Contractor will not answer any questions or convey any personal opinion relating to the terms and conditions of the loan or documents. Any and all questions are to be directed to the lender. _____ (initial)

If documents are incorrect due to the independent Contractor error, i.e.: missing signature, missing notary information or seal, missing dates for example, Independent Contractor will be required to correct error(s) and could include a resign of loan documents at no charge to the customer, contractor services(s) company, OPNS clients or OPNS. _____ (initial)

Independent Contractor shall perform all notarial duties in accordance with the laws of the state they hold their commission and abide by any laws related to the performing of notarial duties. Independent Contractor shall hold confidential any information provided by OPNS or its clients to any party without the expressed written consent of OPNS unless unlawful to do so under federal, state or local laws. Independent Contractor information will be shared with OPNS clients and affiliates expressly for the use of assigning notary services requests. _____ (initial)

The undersigned agrees to all terms and conditions of this Independent Contractor agreement set forth by and between OPNS and the undersigned Independent Contractor

Contractor Name/Company Name

Contractor Signature

Date

Required Documents to Fax:

- W-9 form
- This Contractor Agreement
- Notary Loan Signing Agent Application
- Current Bond, if applicable
- Errors & Omissions Policy (highly recommended)
- Notary License/Commission

Fax Required Documents to (866) 634-9281