**Consultant Fee Agreement**

**Parties**

This Consultant Fee Agreement is made between:

Consultant and

Texas Southmost College

80 Fort Brown

Brownsville, Texas 78520

**Purpose and agreement**

Texas Southmost College ("TSC") requires and requests \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_("Consultant") to perform some, or all, of the following services:

Consultant agrees to provide such services under the direction and guidance of the TSC administration. TSC agrees to compensate and reimburse Consultant for the requested services.

**Contract Period**

To commence services on \_\_\_\_\_\_\_\_\_and ending on \_\_\_\_\_\_\_\_. Monthly renewal options as requested.

**Compensation**

The parties agree that Consultant's fee for such services will be:

Billing for consulting fees incurred by services provided by \_\_\_\_\_\_\_\_\_will be at $\_\_\_\_per \_\_\_\_\_\_payable at $\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_ of the month.

Reasonable and necessary out-of-pocket expenses incurred by Consultant in the performance of his obligations and duties under this agreement will be reimbursed to Consultant by TSC.

Billing for reimbursable expenses will be provided on a \_\_\_\_\_\_basis at a not to exceed cost of $\_\_\_\_\_\_\_\_\_.

All reimbursements will require prior approval and will not be reimbursed without adequate documentation of receipts. Expenses must be subject to the State of Texas travel rates. For more information, please visit:

<http://www.window.state.tx.us/procurement/prog/stmp/>

Invoices for services provided pursuant to this agreement shall be submitted to \_\_\_\_\_\_\_\_\_\_\_\_\_,

80 Fort Brown, Brownsville, Texas 78520 and may submitted by e-mail,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Texas Southmost College**

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Consultant**

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_