



SAMPLE* Letter of Agreement • <today’s date>, 202X

Let this letter serve as a legal agreement between Big Innovations, LLC (the company) and <insert name of sales contractor here> (the contractor). The company will pay the contractor a commission fee for introducing new corporate clients who become new engagements for the company.

Terms of Engagement

- The contractor will be paid on a 1099 basis, and will be fully responsible for paying all applicable local, state and Federal taxes.
- Either party has the right to cancel this agreement at anytime. Should a cancellation occur, the company would still owe the commission(s) earned according to this agreement. However, any referred “deals-in-progress” must close within 90 days of cancellation of agreement to qualify for commission. “Close” is defined as a signed contract and first payment to the company.
- The contractor will be responsible for all expenses associated with making calls, scheduling the appointments or closing the deals unless previously arranged and agreed in writing by the company.

Commission Fee Formula

For a period not to exceed twelve (12) months, the company will pay the contractor 15% of gross consulting fees collected from new company clients. This commission fee will be paid after revenue is received from the client and cleared at company’s bank.

Agreed and accepted by:

Agreed and accepted by:

<a BI founding partner’s name>
Founding Partner
Big Innovations, LLC

<independent contractor’s name>
Sales Contractor

***This document is for illustrative purposes only and not an offer to engage services. Contact BI for more details.**