****

**OUTSOURCED SERVICES**

**AGREEMENT**

# Outsourced Services Agreement

## 1. Parties to the Agreement

Principal (Client) Organisation

Address  
Postal code and city

Contact person:

Firstname Lastname  
E-mail   
Phone number

Agreement contact person:

Firstname Lastname  
E-mail   
Phone number

Supplier: Firstname Lastname

E-mail  
Phone number

Postal code and city

Name of invoicing party   
(company, cooperative, community, etc.)

## 2. Purpose of the Agreement

2.1 Target/description of assignment Organisation hereby orders the following   
outsourced service:

2.2 Tasks of the assignment

-

-

2.3 Limitations of the assignment

-

-

2.4 Schedule for the assignmentThe assignment shall be performed between

xx.xx.20XX–xx.xx.20XX.

2.5. Subcontractors The Supplier shall be responsible for the work (outsourced service) of any subcontractors it may use as for its own.

3. Transfer of copyrightsThe following rights to the material ordered shall be transferred to the Client under the following terms:

- e.g. three-time user rights á xx euros

-

4. Other terms Should the material require updating, organisation reserves the right to the updated material on condition that the original supplier first be asked to update the material.

All other rights remain with the author and are not transferred to the Client.

The name of the Supplier shall be mentioned in connection with the material.

5. Invoice Payment of XX euros (+VAT) shall be paid after xxx upon receipt of the Supplier’s invoice. The Supplier shall send an e-invoice/a bill with the following information:

Billing address

-

-

6. YEL insurance certificate A YEL insurance certificate must be included as an attachment to the invoice/bill. If the invoicing party is an association, a YEL insurance certificate is not required.

The requirement for a YEL insurance certificate applies to self-employed persons, who must include their YEL insurance certificate as an attachment to their first invoice and thereafter once a year. YEL insurance certificates can be obtained from your insurance company.

Self-employed persons who do not require YEL insurance:

Self-employed persons with minimal business activities (less than 7958.99 euros/year in 2020) do not require YEL insurance, in which case compensation is paid as a fee on which organisation pays VaEL pension insurance. No tax card.

7. Settlement of disputesIn the first instance, any disputes shall be resolved by negotiation. If no agreement is reached, the dispute shall be settled by the district court of XX.

8. ValidityThis Agreement shall enter into force upon signature by both Parties and shall remain in force until the assignment is completed.

Identical copies of this Agreement have been made for all Parties to the Agreement.

## 9. Date and signatures

*Date*

Principal (Client) *Contact person for the Supplier*

Firstname Lastname Firstname Lastname

The signed agreement should be returned to the following address together with your YEL insurance certificate (if required):

Client organisation

Address

Postal code and city