



Consultancy Contract

American University of Sharjah
PO Box 26666
Sharjah
United Arab Emirates
www.aus.edu

First Party	Second Party
American University of Sharjah PO Box 26666 Sharjah United Arab Emirates Represented by: <i>[AUS faculty member name]</i>	<i>[Official Registered Name of Company or Institution]</i> Address: Tel: Email: Represented by: <i>[Contact name]</i>

1. **First Party:** American University of Sharjah, as represented by:

Example:

*Dr. Ann Other
Project Director, Lead Consultant, etc.
Department of Marketing
School of Business and Management*

Contact details

Email address:

Telephone:

Faculty member _____

Signature

_____ Date

2. **Second Party:** Company or Concern as represented by:

Example:

*Mr. John Smith
General Manager
Dubai Brillcom*

Contact details

Email address:

Telephone:

3. **Project Schedule and Statement of Work**

Example

For a total of 40 days during the period of April 15, 2014 – August 15, 2015

Task 1: Conduct research to improve efficiency of X

Task 2: Prepare set of recommendations for process improvement along with implementation budget

Task 3: Develop training modules for junior managers

4. **List of All AUS Staff Involved and Time Commitments**

Example

Dr. Ann Other, Project Director: 40 days

*Professor Bob Smith, Department of Economics: 3 days
Dr. Ali Khan, Department of Mathematics and Statistics: 10 days*

5. List of Project Deliverables

Example

*Set of Recommendations and Budget for Improved Process
Series or training modules (five modules)
Final project report*

6. Location of Work

Example

Dubai Brillcom

7. Budget

Indirect Costs of 10 percent are required by AUS.

8. Payment terms

Contract/consultancy is payable to American University of Sharjah.

Negotiable payment terms could include partial payment in advance and payment within 30 days of billing.

9. Indemnity Statement

You, the second party, agree to hold harmless the American University of Sharjah from and against any claims, actions or demands, including without limitation, reasonable legal and accounting fees, resulting from this contract or consultancy.

10. Signatures

On behalf of AUS, the contract must be signed by the Chief Research Officer or his designee.

First Party

Dr. Wei Zhao, Chief Research Officer, AUS

Signature

Date

Second Party

Signatory name _____ Official Title _____

Second Party _____

Signature

Date