

INSTRUCTIONS ON HOW TO INDIVIDUALIZE THE BARUCH COLLEGE FUND CONTRACT TEMPLATE.

Throughout please delete the numbers within parenthesis; they are only markers to follow.

In the first paragraph:

Item (1) replace with contractors name

Item (2) & (3) replace with dates of service

In Section 1:

Statement asks that you attach an Appendix A at end of contract. This appendix lists in detail the services being contracted.

In Section 2:

Item (4) replace with full dollar amount to be paid

Item (5) replace with schedule of payment

In Section 14:

Statement asks that you attach an Appendix B at end of contract. This appendix lists any extra requirements that the contractor needs fulfilled. An example is that one musician required a dressing room with food, water, iron and ironing board.

Please note that an executed copy of the contract should be submitted to Jaime Quintoing (Controller's Office) and to the Baruch College Fund.