

Notary & Apostille Service, Inc

Apostille, Authentication, Embassy Legalization & Translation Services

Hello Prospective Independent Contractor

As a new Independent Contractor with our company we would like to introduce ourselves to you. We actually started out in 2009 as Nynotary4u.Com and have grown and changed our name to Notary & Apostille Service in 2010 and then again in 2013 Notary & Apostille Service, Inc., when we incorporated in the state of New York.

Notary & Apostille Service specialize in Mobile or Traveling Notary Public service & processing documents for Apostille or legalization through the various county, state, federal government agencies, Consulates & Embassies. We also provide New York State Criminal Record Background Check and various court document retrieval services.

We offer competitive rates for notary, courier work, and translations and pay when the assignment is complete or within 10 business days. You will find us to be a fair and easy company to work.

We make a promise to our clients that we will provide them with a professional service that is quick & accurate and we expect you to do the same. We ask that when you accept an assignment from us, that you provide the same standard of professionalism we have set, if you have to communicate with our clients.

For us to be able to start using your services we will need for you to fill out our vendor contract, Non-Disclosure Agreement, Translator Application, & W9 form. Also provide a copy of your social security card.

Required document Check List:

1. Signed [Independent Contractor's Agreement](#)
2. Signed [Non-Disclosure Agreement](#)
3. Translator Application (Only if this applies to you)
4. Completed [W-9 form](#)
5. Photo copy of your [social security card](#) (for tax purposes unless you have a tax ID number)

If you are a Notary Public please use the [Notary Sign-Up](#) link on the bottom of the home page to submit your information.

We are here to provide exceptional service. Our commitment to quality will help us both to succeed.

Sincerely,

Notary & Apostille Service

Independent Contractor Agreement

This agreement (the "Agreement") is made and entered into as of [_____] (the "Effective Date") between Notary & Apostille Service, Inc (the "Company"), a corporation company existing under the laws of the State of New York and having its principal offices at 409 44th St, Copiague, NY 11726, and _____ (the "Contractor") (collectively, the "Parties").

NOTARY & APOSTILLE SERVICE, INC and Contractor agree as follows:

Statement of Work

Contractor is retained as an outside independent contractor for purposes of translating documents for a specific language.

I Services. Contractor agrees to provide professional quality & accurate translation services to NOTARY & APOSTILLE SERVICE, INC from the date of this agreement until termination pursuant to the terms of this agreement. Contractor understands that they are working as a Independent Contractor; and are being hired to work in that capacity only.

II Contractor Representations and Warranties. Beginning on the Effective Date, and remaining in effect for the duration of this Agreement, the Contractor makes the following representations and warranties.

A) That he or she is fully authorized and empowered to enter into this Agreement, and that his or her performance of the obligations under this Agreement will not violate any agreement between the Contractor and any other person, firm or organization or any law or governmental regulation.

B) That he or she is more than eighteen (18) years of age and not otherwise incapacitated at the time of the Agreement. Contractor will notify NOTARY & APOSTILLE SERVICE, INC of any change(s) to the Contractor's schedule that could adversely affect the availability of the Contractor, whether known or unknown at the time of this Agreement, no later than one (1) week prior to such change(s). If the Contractor becomes aware of such change(s) within the on (1) week period, the Contractor shall promptly notify the NOTARY & APOSTILLE SERVICE, INC of such change(s) within a reasonable amount of time.

III Consideration / Commission. The fee that NOTARY & APOSTILLE SERVICE, INC will pay contractor based on our Contractor fee schedule or it will depend upon the type & complexity of the document being done. Fee will be agreed upon at time of scheduling. NOTARY & APOSTILLE SERVICE, INC will send the contractor a written confirmation of the fee. Any additional fees must be in writing by NOTARY & APOSTILLE SERVICE, INC. NOTARY & APOSTILLE SERVICE, INC does not negotiate fees during or after the assignment is completed. Contractor must make sure confirmation of fee reflects correct fees. Newly hired Contractor & Established Contractors will be paid as soon as the assignment is completed and no later than 10 business days after the assignment is complete.

IV Insurance. Contractor shall maintain workman's compensation insurance in accordance with applicable state and federal laws.

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V State Of Employees. Contractor shall not be deemed to be an employee or agent of NOTARY & APOSTILLE SERVICE, INC, it is clearly understood that the Contractor is an independent contractor. Contractor shall be solely responsible for payment, or withholding of payment, of all federal, state and local taxes, social security, unemployment and disability insurance and other payments and benefits, if applicable, to his employees, freelance workers and subcontractors.

VI Liability. A) Contractor agrees to defend, indemnify and hold harmless NOTARY & APOSTILLE SERVICE, INC and its employees and agents from any and all claims, including the costs, expenses and reasonable attorney's fees received on account thereof, that shall be made (1) by Contractor or his employees for bodily injury or damage to property occasioned by the acts or omissions of Contractor or his subcontractors, and (2) by Contractor's employees under workman's compensations acts.

B) Contractor shall be responsible for any loss of or damage to property owned by NOTARY & APOSTILLE SERVICE, INC and in Contractor's possession or control, with the exception of those losses caused by war or acts of God.

VII Entire Agreement. This Agreement constitutes the entire agreement between NOTARY & APOSTILLE SERVICE, INC and Contractor with respect to the subject matter hereof, and shall not be amended or modified except by written amendment signed by both parties. No oral statement of any persons shall modify or to affect the terms and provisions of this Agreement.

VIII Termination. Either party to this Agreement may terminate this Agreement upon the default or non-performance of any of the material provisions contained herein. There shall be no default and/or non-performance party and there is no cure within ten (10) days of receipt of such notice.

Upon termination of this Agreement, NOTARY & APOSTILLE SERVICE, INC shall have the continued obligation to pay Contractor any commission that may come due after such termination date for all translation orders placed and accepted. Contractor is also responsible to properly complete any translation or make corrections to translations already in process or completed.

IX Paragraph Headings. The headings of several Paragraphs are inserted for convenience of reference only and are not intended to be a part of or to affect the meaning of this Agreement.

X Non-Interference and Protection of Trade Secrets. Contractor agrees that during their relationship with NOTARY & APOSTILLE SERVICE, INC and for a period of one year after termination of the relationship for any reason, Contractor shall not personally or on behalf of any other person, firm or corporation, interfere with any NOTARY & APOSTILLE SERVICE, INC contracts, use NOTARY & APOSTILLE SERVICE, INC client information for Contractors economic benefit, solicit or interfere with any of the known prospective clients of NOTARY & APOSTILLE SERVICE, INC or any of its affiliates or subsidiaries with whom Contractor was involved directly or indirectly, nor will Contractor in any way directly or indirectly, for itself or for others take away any NOTARY & APOSTILLE SERVICE, INC client business.

All client files, client lists, and client information are trade secrets and the exclusive property of NOTARY & APOSTILLE SERVICE, INC and have independent economic value because of not being generally known to the public or to competitors.

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XI Successors and Assignments. This Agreement shall be binding upon the parties hereto and their respective heirs, legal representatives, successors and assigns. Contractor shall not have the right to assign any of his rights, duties or obligations under this agreement without the prior written consent of NOTARY & APOSTILLE SERVICE, INC.

XII Attorney Fees. In the event litigation is commenced to enforce any of the terms of this Agreement, the prevailing party shall be entitled to it reasonable attorneys fees and costs. This Agreement shall be governed by interpreted pursuant to the laws of the State of New York.

XIII Knowledge of State Laws. NOTARY & APOSTILLE SERVICE, INC expect Contractor to know any laws that effect their profession or state statues. Although NOTARY & APOSTILLE SERVICE, INC may give Contractor instructions on client requirements to complete the assignment, it is NOT NOTARY & APOSTILLE SERVICE, INC's intention to substitute our information with the requirements of your profession or any state statues. NOTARY & APOSTILLE SERVICE, INC assumes that the Contractor is aware of what the Contractors professional requirement are.

In WITNESS WHEREOF, the parties hereto have caused this agreement to be executed by their duly authorized representatives.

Signature of Contractor

Contractor (print name)

NOTARY & APOSTILLE SERVICE, INC
Representative

Independent Contractor Agreement

With your fee your responsibilities also include:

All contractors are expected to be double check your work for accuracy and completeness. Sloppy, missing, incomplete assignment can result in forfeit of fee or you must redo work at your own cost.

If you are translating a document you must send the completed translation back with the Notarize 'Translators Affidavit'. If you cannot have the 'Translators Affidavit' notarized in your area NOTARY & APOSTILLE SERVICE, INC will meet you to accomplish this task if you are within a reasonable distance in the New York City/Long Island area. However, all 'Translators Affidavit' must be notarized before the assignment is considered complete.

Email an electronic copy of the finished translation. Then call NOTARY & APOSTILLE SERVICE, INC after you have finished the translation so we can finish up the process with the client.

We do not pay cancellation fees. So, please do not work on any file until we inform you that you can start work. The file will initially be sent to you for a quote, not for translation. If for some reason the client cancels and the client no longer wants the translation you will not be paid if you started without hearing from NOTARY & APOSTILLE SERVICE, INC.

Failure to do so can result in forfeit of fee.

You are required to treat all information in regard to the translation as confidential information and not to be discussed with anyone.

Under this agreement you are expected to be the physical person doing the translation and not sub-contract it out. All contractors must be in our database. If you have a partner/s, you must notify NOTARY & APOSTILLE SERVICE, INC of who will be the one translating the document. Furthermore, NOTARY & APOSTILLE SERVICE, INC MUST have all the same required information (contractor agreement, NDA, W9, etc) on whoever is actually performing the translation. Unless this is being done under a company name.

Completed documents can be completed online & emailed to us or Faxed.

Thank you for your cooperation and understanding.

Phone: 866-518-5115 Fax: 631-787-6019

Email: AlanMurray@NYnotary4U.com

A breach of this agreement is cause for NOTARY & APOSTILLE SERVICE, INC to end our professional relationship.

By signing this document, I attest that all the information provided above is true and accurate to my knowledge.

Signature of Contractor

Contractor (print name)

NOTARY & APOSTILLE SERVICE, INC Representative

Independent Contractor Agreement

Translator Application

Last Name: _____ First Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Day Phone: (____) _____ - _____

Cell Phone: (____) _____ - _____ Fax: : (____) _____ - _____

Evening Phone: (____) _____ - _____

Email Address: _____

Date of Birth: / /

SSN or EIN: _____

What languages can you translate From _____

to _____ Can you translate both ways Yes No

What languages can you translate From _____

to _____ Can you translate both ways Yes No

How long have you done translations in the language you are applying for?

When are you available to do translations? Mornings, Afternoon, Evenings

Brief description of your experience and qualifications:

What Fees do you charge per word _____ per page _____ ?

Do you have a laser printer? []

Do you have internet for sending email? []