BC Independent Contractor Agreement

1. Parties, project and limits

On 2026-11-01, Cedar Fictional Company Ltd., of 100 Example Street, Victoria BC (Client), engages Harbour Fictional Company Ltd., of 200 Sample Avenue, Vancouver BC (Contractor), for this project: Create six fictional category illustrations. Deliverables: Six SVG illustrations and two revision rounds. Excluded work: Ongoing staff design support. The project begins 2026-11-03 with delivery planned for 2026-11-24. It does not automatically renew or require either party to offer or accept further projects.

2. Actual independent operation

Subject to agreed results, lawful site-access rules and coordination deadlines, Contractor chooses its work methods, sequence, schedule and place of work. Contractor's business tools and costs are Own workstation, software and ordinary studio costs; Client-provided access/materials are Brief and logo. Contractor may provide services to other clients without using Client's confidential information or breaching actual agreed deadlines. Neither party may bind the other to third-party obligations.

Contractor may use suitably qualified assistants, at its cost, after notifying Client of their role and obtaining any access/confidentiality approval reasonably required for the project. Contractor remains responsible for the agreed results and its duties to those people.

The parties intend a business relationship but acknowledge that actual facts and law determine status. Nothing here waives an employee's entitlements or transfers an employer's statutory obligations. If working practices materially change or classification is questioned, the parties will promptly review the arrangement and obtain advice before continuing under an inaccurate label.

3. Fees and business administration

The fixed project fee is CAD 2400.00 before applicable taxes, payable on 800.00: approved concept; 1600.00: accepted files. Contractor will issue itemized invoices; undisputed amounts are due 14 calendar days after receipt. Any disputed amount must be identified promptly with reasons; the undisputed balance remains due. Changes require both parties' prior written approval of scope, price and schedule. Approved reimbursable expenses are limited to None with receipts.

Each party will meet the tax, remittance, reporting and insurance obligations that actually apply to it. Contractor will separately identify any tax it is legally required to collect. This is not an agreement to omit payroll deductions if employment law requires them. There is no tax-status guarantee, shifting of statutory payroll liabilities, interest charge or automatic cancellation penalty.

4. Work quality, review and safety

Contractor will use reasonable care and skill. Acceptance criteria are Six original vectors matching the approved brief. Client has 5 business days after delivery to describe any failure to meet them; Contractor will correct an in-scope failure without additional project fees. Silence or payment alone does not constitute acceptance. Safety concerns must be reported promptly and unsafe work stopped. Each party remains responsible for duties imposed by applicable law; this agreement does not appoint a statutory prime contractor or override workplace-safety duties.

WorkSafeBC coverage/registration and clearance assessment: Fictional reviewer assessment reference, not actual clearance evidence. Insurance agreed for the project, including evidence and any limitations, is Fictional policy schedule, not actual coverage evidence. A policy's actual terms control coverage; this agreement does not promise that coverage exists or every loss is insured.

5. Project rights

Client retains its supplied materials. Contractor's pre-existing materials are Existing brush library, and permitted third-party components/restrictions are None.

On full payment for the relevant deliverable, Contractor assigns to Client the copyright Contractor owns in newly created project deliverables. Identified background materials are excluded; Contractor grants Client a non-exclusive, perpetual, worldwide licence to use, reproduce and adapt embedded background material as needed for Client retail branding. Contractor must obtain necessary signed rights from actual creators before promising this transfer.

No moral-rights waiver by a non-signing creator or US-style work-for-hire ownership assumption is made. Any needed waiver or other intellectual-property right must be separately reviewed and signed by the proper person.

6. Confidentiality and materials

Each party will protect the other's nonpublic project information with reasonable safeguards, use it only for the project, and allow access only to people who need it and owe appropriate confidentiality duties. Public information, prior lawful knowledge, independent development and lawful unrestricted third-party information are excluded. This clause does not prevent protected reporting, confidential legal advice or legally required disclosure. No sensitive personal-data processing or publicity permission is authorized. On request or termination, return the other's property and securely delete unneeded copies, except lawful retention/preservation records that remain restricted.

7. Ending the project

Either party may end the unperformed portion on 7 calendar days' written notice. For material breach, first describe the breach and allow 7 calendar days to remedy it unless impossible to cure or immediate action is required by law or safety. On ending, Contractor will provide an itemized statement and completed deliverables; Client will pay earned fees for work properly performed and previously approved non-cancellable expenses. No unearned remaining contract price is automatically payable. Prepayments above the earned amount must be refunded within 14 calendar days of reconciliation. A dispute about amounts or status is not resolved merely by signing this clause.

8. Records, responsibility and notices

No blanket indemnity, waiver of employment rights, liability cap, non-compete, non-solicit or mandatory arbitration is created. Ordinary legal responsibility remains. BC law and applicable federal Canadian law govern, subject to mandatory protections and competent court/tribunal jurisdiction. Notices go to cedar@example.invalid and harbour@example.invalid, with actual receipt evidenced. Preserve the signed agreement, project approvals and facts of how work is actually performed. Amendments require both parties' written approval and cannot change statutory status by label alone.

Client signer: Alex Example, Director; signature: _____; date: _____.

Contractor signer: Sam Sample, Director; signature: _____; date: _____.

Completion instructions

A genuinely independent business undertaking a finite project.

Does not classify a worker or waive employment, CRA or WorkSafeBC obligations. Not ongoing employee-like engagement, construction or regulated advice.

Read the entire agreement and verify each supplied name, date, amount, schedule and selected alternative with the other party. The template does not verify facts or determine suitability.

Resolve any missing schedules, authority or supporting records before signing. Obtain appropriate advice where the circumstances fall outside the stated scope.

Signature, date, witness and actual-payment/handover lines remain blank for completion by the appropriate people after the events occur. The website does not sign, witness, register or transfer anything for you.

Keep the purchased PDF and any later signed copy separately. Return to My Documents in the purchasing account to re-download this same purchased file. Edits after purchase do not silently change that file.