

**NORTH CAROLINA DEPARTMENT OF COMMUNITY COLLEGES – RALEIGH, NORTH CAROLINA**  
**PROFESSIONAL SERVICES AGREEMENT**

Coastal Carolina Community College , herein referred to as the **Institution**, and

\_\_\_\_\_, herein referred to as the **Contractor** enter into an agreement for Professional Services.

I. The **Contractor** agrees:

A. To provide professional services as described:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. At a rate of: \_\_\_\_\_ C. Total Amount: \_\_\_\_\_

D. Period Covered From: \_\_\_\_\_ To: \_\_\_\_\_

E. Source of Funds: \_\_\_\_\_

F. Payment of all Federal and State income taxes and Social Security applicable to the compensation received is the responsibility of the Contractor and not the Institution.

II. The **Institution** agrees:

A. To make payment to the **Contractor** upon completion of services rendered and upon certification by the responsible members of the College.

III. Attest:

A. **Contractor** \_\_\_\_\_  
Name

Address: \_\_\_\_\_  
Street City, State Zip

\_\_\_\_\_  
EIN # or last 4 of SSN # Print Name

\_\_\_\_\_  
Signature Date

B. Institution:

1. President/  
Vice President: \_\_\_\_\_  
Signature Date

2. Chief Financial  
Officer: Michelle Stiles \_\_\_\_\_  
Signature Date