**FEE CONTRACT**

The UNIVERSITY OF BREMEN,

represented by the Rector

(hereinafter referred to as the University),

and

Mr/Mrs

*Address*

(hereinafter referred to as the Contractor),

hereby conclude the following contract:

Section 1

The Contractor is herewith commissioned to [*enter task here*]

within the framework of this Contract. This activity shall include the following tasks:

- ...

- ...

* ...
*

The volume of the agreed work shall be hours per week/in total.

Section 2

The Contractor shall consult with Mr/Mrs Professor to the extent required for the performance of the Contract.

The latter shall check that the contractual duties and, where necessary, the agreed partial performances have been correctly provided.

Section 3

The Contract shall be performed during the period from until .

*or alternate:*

The term of this Contract shall expire on

[*Addendum if advance payments are to be made*:]

[*enter work and/or service*] shall be provided by way of partial performance by [*enter date*].

Section 4

1. The parties agree that a fee in the amount of EUR (in words: euro) including any due sales tax shall be paid. All the costs which may be incurred by the Contractor in connection with the Contract (copying, typewriting, travelling costs etc.) shall be covered by the fee.
2. *Alternative 1: (final payment only)*

 The fee shall only be paid after the receipt of the project manager’s confirmation (see Section 2) that the Contractor has correctly performed his/her duties.

or

*Alternative 2:*

The payment shall be made in ... instalments:

Date: Instalment:

Date: Instalment:

but not before the receipt of the project manager’s confirmation that the agreed partial performance has been provided.

The final payment in the sum of EUR...........................shall be made after the receipt of the project manager’s confirmation that the Contractor has correctly performed his/her duties.

1. After receipt of the invoice[[1]](#footnote-1), payment shall be made to the Contractor’s account at the [*insert name of the bank here*]............................. (sort code ...............................), account number ....................................
2. The Contractor himself/herself shall be responsible for the payment of tax.[[2]](#footnote-2)

**Section** **5**

 [*If need be*]

(1) If the Contractor makes use of premises, materials, and equipment belonging to the University during the performance of the Contract, he/she shall be liable for any loss or damage which he/she may cause.

1. The Contractor shall treat as confidential all the information which he/she acquires within the framework of this Contract and shall not disclose it to third parties without the agreement of the Customer. This obligation shall also apply after the termination of the Contract.

(3) The Contractor shall transfer to the University the exclusive right to use the work results which are achieved during the performance of this Contract.

Section 6

(1) Alterations and additions to this Contract must be in writing. German law shall be effective.

(2) The place of jurisdiction shall be Bremen, Germany.

(3) The Contract shall enter into force upon being executed by both parties.

University of Bremen: Contractor:

Bremen, ,

1. The invoice must contain the mandatory declarations of § 14 paragraph 4 Umsatzsteuergesetz. [↑](#footnote-ref-1)
2. Please note that all payments are notified to the responsible fiscal office. [↑](#footnote-ref-2)