IMPR.

Independent Contractor Guide

For professionals and businesses

A practical starting point for understanding independent contracting.

- [ ] **Determine status**
  Review the actual working relationship, including control, autonomy, financial risk and responsibilities. Local rules determine the applicable status.
- [ ] **Agree commercial terms**
  Specify rates, invoicing, deadlines, expenses, payment currency and any applicable taxes.
- [ ] **Clarify responsibilities**
  Document the services, expected availability, facilities, equipment and other operational arrangements.
- [ ] **Consider protections**
  Understand insurance, local protections, applicable employment rules and access to remedies.
- [ ] **Review before signing**
  Clarify termination and disputes. Seek qualified local advice where classification or legal obligations are uncertain.