

SIMPSON COLLEGE



January 17, 2020

Jane Doe
Street Address
City, State, Zip

Dear Ms. Doe,

I understand from Dr. John Smith (Assistant Professor of Chemistry) that you have agreed to review our safety program. The agreed upon compensation for your upcoming safety assessment is \$500 plus travel expenses. Travel expenses will be payable immediately after your visit. The \$500 will be payable after the written report is received.

The safety assessment includes:

- Full day on-site inspection/assessment (to include at a minimum—chemistry, biology, theatre and art)
 - At the conclusion of the day, present preliminary findings to faculty
- Written report to include all findings is due March 1, 2020
 - Strengths and weaknesses of current operations
 - Areas of concern
 - Recommendations for improvement
- Presentation of complete findings to faculty on March 15, 2020
 - Skype conference for question and answer session

Please sign one copy of this contract accepting the terms and conditions and return the other copy (along with the W-9 enclosed) to me by January 24, 2020.

I look forward to meeting you.

Sincerely,

NAME, Ph.D.
Senior Vice President and Academic Dean

ACCEPTED: _____
(Signature)

(Date)

Enclosure: W-9