This agreement (the “Agreement”) dated **Insert Date** is entered into by **Insert Vendor Name** (“the Contractor”) and His Majesty the King in Right of Canada, as represented by the **insert Chief of the Defence Staff or Base/Wing/Unit Commander** in his/her/their Non-Public Property capacity through **Insert Canadian Forces Morale and Welfare Services or   
Canadian Forces Base/Wing/Unit name as appropriate** (”NPP”), also individually referred to as the “Party”, and collectively the “Parties”.

1. The Contractor shall perform the services listed in this Section 1 (the “Services”).

**Insert required services**

**Insert required services**

**Insert required services**

1. NPP agrees to pay the Contractor **Insert $ Amount** plus the applicable Goods and Services Tax (GST)/Harmonized Sales Tax (HST) as payment for the Services provided.
2. The Contractor shall submit an invoice in the amount specified in Section 2 above to NPP. Invoices shall be paid within 30 days from the date on which the invoice is submitted to NPP.
3. Any and all expenses concerning progress and/or completion of the Services, if applicable, must be pre-approved by NPP.
4. The Contractor shall between **Insert Start Date** and **Insert End Date** perform and complete the Services specified in Section 1.

**OR**

The Contractor shall on **Insert Date** perform and complete the Services specified in Section 1.

1. The Parties hereby agree to the terms of this Agreement.
2. In the event that this agreement is prematurely terminated by NPP, but work has commenced and/or has been partially completed, NPP shall pay the Contractor a pro rata rate that reflects the work undertaken by the Contractor and on which both Parties agree.

The Parties agree to the terms and conditions set forth above as demonstrated by their signatures as follows:

|  |  |
| --- | --- |
| Contractor | NPP |
| Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Full Name and Title: | Full Name and Title: |
| Address: | Address: |
|  |  |
| Date: | Date: |