**MASTER PROFESSIONAL SERVICE AGREEMENT**

**SERVICE CONTRACT**

|  |  |
| --- | --- |
| Service Contract Date: | <<INSERT DATE>> |
| Consultant: | <<INSERT CONSULTANT LEGAL NAME>> |

In accordance with and subject to the Master Professional Services Agreement dated <<INSERT DATE>> between Consultant and Vanderbilt University (“Owner”), Owner and Consultant enter into this Service Contract. In accordance with the Master Professional Services Agreement, Consultant will perform the Services within the schedule and Owner will pay the Contract Fee.

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| --- | --- |
| **Services:** | << INSERT A DETAILED DESCRIPTION OF THE SERVICES OR REFERENCE AN ATTACHMENT >> |
| **Schedule:** | << LIST ALL APPLICABLE DEADLINES, DELIVERABLE DATES, TIME PERIODS, OR INCLUDE AS ATTACHMENT >> |
| **Contract Fee:**  *(check one)* | **Fixed Fee** of <<DOLLAR AMOUNT>> Dollars ($<<###.##>>),  which  **Includes** or  **Excludes** the fees of sub-consultants;  **or**  To be determined based on an **Hourly Rate Basis**, not to exceed:  <<DOLLAR AMOUNT>> Dollars ($<<###.##>>) (the “NTE”); or  Not Applicable. |
| **Reimbursable Expenses**  *(check one)* | Allowed not to exceed <<DOLLAR AMOUNT>> Dollars ($<<###.##>>);  **or**  Not Applicable  **or**  Included in Contract Fee. |
| **Owner’s Representative:** | <<REPRESENTATIVE’S NAME>>  Telephone: <<PHONE NUMBER>>  E-mail: <<E-MAIL ADDRESS>> |
| **Consultant’s Representative:** | <<REPRESENTATIVE’S NAME>>  Telephone: <<PHONE NUMBER>>  E-mail: <<E-MAIL ADDRESS>> |
| **Clarifications:** | <<LIST ALL ASSUMPTIONS, EXCLUSIONS, EXCEPTIONS, QUALIFICATIONS, ETC. WITH RESPECT TO THE WORK, TERMS, OR PAYMENT>> |

**Attachments:**

|  |  |
| --- | --- |
|  | Consultant’s proposal dated <<INSERT DATE>> , which is attached hereto solely for the purpose of describing the Services and as otherwise provided in the Clarifications above. |
|  | Certificate(s) of insurance evidencing the required insurance, and identifying Owner as the certificate holder and as an additional insured, as required |
|  | <<OTHER ATTACHMENT>> |

<<INSERT CONSULTANT LEGAL NAME>> **VANDERBILT UNIVERSITY**

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**Consultant Signature Owner Signature**