Proposal for Service

Purchasing Office
MSN 3C1
4400 University Drive
Fairfax, VA 22030
Phone #: (703) 993-2580
Fax #: (703) 993-2589

1. Purpose:
   A. This document is not a contract nor is it an offer to contract. This document is intended only as an invitation to negotiate and facilitate communications over terms and conditions for the performance of a service.
   B. To be enforceable, an agreement between the parties must be written and signed by an authorized official of George Mason University. The Proposed Contractor should not perform any service work until a written purchase order is issued.
   C. Except for the certifications undertaken by the Proposed Contractor in Paragraph 7, this document and any additional information submitted with it will not bind any of the parties.

2. Initiating Office / Principal Investigator: ______________________________________________
   George Mason University Address / Phone: ___________________________________________

3. Scope of Service: Proposed Contractor should provide as an attachment.

4. Period of Performance: ___________________________________________________________

5. Proposed Compensation / Terms: Net 30 ___________________________________________

6. Business classified as small, woman-owned and minority-owned. The Proposed Contractor should identify themselves if they qualify in any of these categories. This will have no affect on whether or not a contract is issued, or to whom. This information is desired only for statistical purposes.

7. Certifications: The Proposed Contractor warrants that he/she:
   A. Will perform as an independent contractor, not a GMU employee, and will be liable for all insurance and taxes.
   B. Is not currently an employee of GMU or the Commonwealth of Virginia.
   C. Is a __US Citizen, __resident alien, or __nonresident alien.

   ________________________________________                               ______________________
   Name of Contractor/Contact                               Date

   __________________________      ______________________
   Signature                               Title

   __________________________      ______________________
   Address                               Phone

June 2012