# Consulting Services Order Form

[For technology-related services to be performed by MIT students for MIT Faculty and Staff]

<table>
<thead>
<tr>
<th>Client</th>
<th>[Name]</th>
<th>[Phone, email, MIT Room No.]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consultant</td>
<td>[Name]</td>
<td>[Phone, email, MIT ID]</td>
</tr>
</tbody>
</table>

**Project Description**

[Attach additional pages as necessary]

<table>
<thead>
<tr>
<th>Deadline</th>
<th>Rate of Pay</th>
<th>Estimated Time (Hrs.)</th>
<th>Source Acct. No.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$15/hr</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Reimbursable expenses**

**Confidentiality**

[Attach restrictions to be placed on Consultant]

**Project Termination** [See reverse for details]

**Intellectual Property** [See reverse for details]

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I hereby accept the conditions above and affirm my commitment to this agreement.

Client signature: ___________________________  Consultant signature: ___________________________

Start date: ___________________________
Intellectual Property

Copyrights in original material (other than computer software) authored by STC student consultants are generally owned by the student. The copyright of software or web programming written for an STC project and paid for by academic or research funds is held by MIT.

For MIT students working on STC projects, copyrights and inventions are generally owned by the student, except where (1) the invention is subject to the terms of a sponsored research agreement or (2) where the Consultant has made significant use of Institute-administered funds, space, or facilities. In such cases, the copyright or invention will usually be owned by the Institute. In the event MIT sells or licenses such intellectual property, the student will receive a share of any royalties, consistent with MIT policies regarding distribution of royalties to staff and students.

In the case that the student holds the copyright or patent resulting from work performed as part of an STC consulting project, the Client and other intended MIT users are granted non-exclusive, royalty-free rights to use for MIT purposes any inventions or copyrights resulting from the Consultant's work.

Clients are expected to make clear in writing on the space provided on the STC contract any confidentiality restrictions to be placed on the students work.

Project Termination

Either Consultant or Client may terminate this Consulting Services Order by delivering written notice to the other party. In the event of any such termination, the Client shall reimburse the Consultant for the services performed and expenses incurred as of the date of termination. It is STC policy that if the Consultant terminates the Order, STC will make good-faith efforts to provide additional consulting services, if necessary, to ensure Client satisfaction.

To help STC ensure the best possible service to the MIT community, we would like to remind both the Consultant and the Client to please fill out an evaluation form at your homepage on the STC website upon completion of the project. Thank you!

Consultant Time Card

Job No.___________________

To be filled out and submitted to STC upon job completion. For longer jobs, weekly time cards may be submitted. STC will arrange student payment and will debit the client's account. Direct questions to Sandi Lipnoski at the Edgerton Center rm 4-406, x3-4629 or slipnosk@mit.edu.

Start Date of Paymt. Period | End Date | Total Hours (not to exceed 40 hr/wk for all MIT work) | Wage rate | Account number
--------------------------|---------|------------------------------------------------------|----------|----------------

$15.

Client Signature___________________________________________Date__________________
Client Name________________________________________Phone/Email________________