

QUILTERS UNLIMITED STANDARD CONTRACT INSTRUCTIONS

When starting a new contract go to the following link to pull the most recent version of the QU Standard Contract: [Microsoft Word - QU CONTRACT INSTRUCTIONS \(quiltersunlimited.org\)](#)

Or you can go to the QU Website: [Home - Quilters Unlimited](#). Search for "Contract" which will take you to the Board Page. Click on the link to open the Board Page and scroll to the bottom where you will find the link to the "QU Standard Contract".

The contract is a PDF fillable form. It is not to be saved in this form as the final version of the contract. When the contract is complete, it MUST be printed to Adobe PDF so that it will become a non-fillable PDF file.

Completing the contract:

1. To enter data, tab to move between fields.
2. All fields must be filled in.
 - a. If the field is not applicable for the contract enter N/A.
 - b. If there is no Workshop, just enter "No Workshop" in the date field and the rest of that section can be left blank.
3. When all of the information has been entered, print the contract to Adobe PDF. This finalizes the contract and prevents the data from being changed as it is sent out for signature.
4. If you have the capability to sign this document electronically, you can do so. If not, print the signature page to paper and sign/date as the Chapter VP-Programs. Scan it back in and combine it with the contract, replacing the blank signature page with the signed copy. Contact Nancy Moore if you need help with this
5. Send the signed complete PDF contract to the Chapter President for review and approval. Again, if an electronic signature is possible, that is acceptable. Otherwise, the President can print the signature page, sign/date it and scan it back to the VP to combine the two-signature page with the contract.
6. The VP will send the completed contract (with both VP and President signatures) to the instructor for signature. The process is the same as described in #5 above. The instructor should return the contract with their W9 Form. For protection of their PII information, they should be encouraged to mail the completed form instead of sending it by email. But if they prefer to email it that is fine.
7. If changes to any of the terms are made after the contract is signed, they must be made as pen and ink changes or confirmed by all parties via email. This is especially important for any changes to the payment terms.
8. Email the completed signed contract to the Chapter Treasurer (mail the W9 unless the speaker emailed it to you).
9. The completed signed contract, W9 and payment documentation will be retained by the Chapter Treasurer for 7 years. A copy can be maintained by the VP as well, but the official documentation is with the Treasurer.

Contact Nancy Moore at qutreasurer@quiltersunlimited.org with any questions regarding these instructions or completing the QU Standard Contract.