



**Seattle Office of Labor Standards**  
**Pre-Work Written Notice (Sample)**

Commercial hiring entities must provide self-employed Independent Contractors covered by Seattle’s Independent Contractor Protections Ordinance (ICP) with a written notice that identifies the proposed terms and conditions of work and the terms and conditions of payment before the Independent Contractor begins the work. The pre-work written notice must be provided in English and the primary language of the Independent Contractor receiving the information.

After issuing the initial Pre-Work Written Notice, hiring entities may provide piece-meal notice of changes (i.e., notice separate from the original pre-work written notice). However, if changes are made to more than six of the items required in the Pre-Work Written Notice, hiring entities must issue a revised single document with all the required items.

**For more information contact Seattle Office of Labor Standards at (206) 256-5297 or see <https://www.seattle.gov/laborstandards>.**

Today’s Date: \_\_\_\_\_

**INDEPENDENT CONTRACTOR**

1. Independent Contractor’s Name: \_\_\_\_\_
2. Location of Independent Contractor’s Regular Place of Business:  
 Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Optional Information (Independent Contractor items 3 & 4):

3. Company and *Doing Business As* Names (if any): \_\_\_\_\_
4. Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**HIRING ENTITY**

1. Hiring Entity’s Name: \_\_\_\_\_
2. Hiring Entity’s Physical Address:  
 Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_
3. Hiring Entity’s Mailing Address (if different):  Same as Physical Address  
 Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_
4. Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**LOCATION(S) OF WORK**

*Check all that apply and list any additional locations of work [including coverage area(s) if applicable]. Check the box for Unspecified/Not Limited by Hiring Entity if the location of work is not specified or limited. Attach additional page if necessary.*

- |   |   |
|---|---|
| <input type="checkbox"/> Independent Contractor’s Regular Place of Business | <input type="checkbox"/> Hiring Entity’s Physical Address           |
| <input type="checkbox"/> Coverage / Service Area: _____                     | <input type="checkbox"/> Unspecified / Not Limited by Hiring Entity |
| <input type="checkbox"/> Street _____ City _____ State _____ Zip _____      |   |
| <input type="checkbox"/> Street _____ City _____ State _____ Zip _____      |   |
| <input type="checkbox"/> Street _____ City _____ State _____ Zip _____      |   |

**DESCRIPTION OF WORK**

*Describe the work and/or services that the Independent Contractor will provide. Include the information that is important to your agreement. Attach additional pages if necessary. If the work is described in another document, identify the document and attach it. Include all terms and conditions the Hiring Entity requires to be met before payment is made.*

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**PAYMENT**

1. Rate or rates of pay (include any price multiplier, variable pricing policy, or incentive pay as applicable):

2. Pay basis (Check all that apply):

<input type="checkbox"/> By the Hour	<input type="checkbox"/> Fee Per Project	<input type="checkbox"/> Non-Discretionary Bonus
<input type="checkbox"/> By the Day	<input type="checkbox"/> Piece Rate	<input type="checkbox"/> Discretionary Bonus
<input type="checkbox"/> By the Week	<input type="checkbox"/> Commission	<input type="checkbox"/> Other (explain below)

3. Payment Schedule (Check one box and complete the related section):

Payment will be made in one lump sum payment as follows:

Payment in full will be due on this date: \_\_\_\_\_

(OR)

This is how the due date for payment in full will be determined:

\_\_\_\_\_  
(For example: 10 days after the above-described work is completed)

Payment will be made in installments, after reaching the specified milestones, as follows:

- \$ \_\_\_\_\_ (OR) \_\_\_\_\_ % due within \_\_\_\_\_ days of \_\_\_\_\_
- \$ \_\_\_\_\_ (OR) \_\_\_\_\_ % due within \_\_\_\_\_ days of \_\_\_\_\_
- Remaining balance will be due within \_\_\_\_\_ days of the completion of all remaining items included in the Description of Work provided above.

4. Tips and Service Charge Policies:

- The Hiring Entity has a policy or practice regulating tipping:  Yes  No  
If yes, describe the policy. If applicable, include any tip sharing or pooling. State at a minimum if tips will be kept by the Hiring Entity, kept by the Independent Contractor, or split between the parties and the percentage of the split. If a policy with this information is found in another document, identify and attach it.
- The Hiring Entity will collect a separately designated amount of money from a customer or client based on the service the Independent Contractor provides, which may include but is not limited to a charge described on the customer's receipt as a "service charge," "gratuity," or "delivery charge":  Yes  No  
If yes, state the percentage of such charge to the customer that will be paid to the Independent Contractor serving the customer or client: \_\_\_\_\_

5. Typical Costs (e.g., materials, supplies):

The typical costs incurred in the course of the described work are listed below. Each cost will be paid for or reimbursed by the Hiring Entity to the extent indicated. Attach additional page if necessary.

	Paid for by Hiring Entity?	Reimbursed by Hiring Entity?	Cost assumed by Independent Contractor?
a. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If payment for the typical costs is different than the Payment Schedule described in Section 3 above, explain how:

6. Deductions, Fees, or Other Charges (e.g., rental fee):

Identify all deductions, fees, or other charges the Hiring Entity may subtract from payment and provide the accompanying policy for each type of charge, if applicable: \_\_\_\_\_

7. Attach any additional terms or conditions, if applicable.