

Shippensburg University Student Services, Inc. (SUSSI)
1871 Old Main Drive
Shippensburg, Pennsylvania 17257-2299

Service Agreement for DJ's

This service agreement, entered into by and between **Shippensburg University Student Services, Inc.** hereinafter referred to as the "Purchaser" and _____ hereinafter referred to as "Service Provider" on _____, is to contract and confirm the services of:

Name:

Address:

Phone:

E-Mail:

Check Payable To:

Social Security # or Federal EIN #:

Service Provider will attach a W-9 with completed Service Agreement.

Date(s) of Event: _____

Time of Event: _____

Performance Time: _____

Location of Event: _____

Nature of Event: _____

Fee: _____

(All payments will be made by SUSSI Check made payable immediately after the performance.)

Contract Terms

1. SERVICE PROVIDER is required to be set up by _____, when doors open for the event.
2. SERVICE PROVIDER will provide DJ equipment except venue, sound system and lights.
3. SERVICE PROVIDER will be allowed two-(2) guest passes for load-in & load-out help.
4. SERVICE PROVIDER must be set-up on time as indicated above or a 5% deduction will be applied to the fee per 15 minute increments of being late.

[Additional information may be added as needed]

Signatures by both parties shall be considered consent to all items and changes herein.

**Adria L. Long, Executive Director
for Shippensburg University Student Services, Inc.**

Date

Service Provider

Date