



This document contains the minimum information requirement in order to process a contract that uses a Baylor template. This document does not address all templates, only the most frequently used. Each template contains fields relevant to the contract which are required for the template to populate correctly. It is important these fields be completed in their entirety so the template will populate accurately.

**NOTE: Templates update occasionally, so it is not advised to download them. Using the templates within the system ensures you are using the correct version and prevents delays in processing the contract.**

Standard information required for **ALL contracts**:

- Second Party Name
- Second Party Contact Name & Email Address
- Second Party Signatory Name & Email Address
- Contract Summary
- Start Date (when the contract will be effective)
- End Date (when the contract will expire)
- Department Name
- Department Contact, Contact Email, Address, and Phone Number

Use the below table to determine the required information needed to process each template type:

| Professional Services Category           |  |
|--|--|
| Template                                 | Required Information   |
| Professional Services (with entities)    | Description of Services, deliverables, and compensation (can be an attachment)   |
| Personal Services/Independent Contractor | <ul style="list-style-type: none"> <li>• Contractor’s Area of Expertise</li> <li>• Summary (Description of Work)</li> <li>• Review performance period</li> <li>• Evaluation Metrics</li> <li>• Payment Amounts</li> <li>• Frequency of Payments</li> <li>• Final Payment Date</li> <li>• Fee not to Exceed Amount</li> <li>• Reimbursable Expenses</li> <li>• Termination Notice (days in advance)</li> </ul>                            |
| Speaker or Performer                     | <ul style="list-style-type: none"> <li>• Contract Summary</li> <li>• Term</li> <li>• Title of Presentation</li> <li>• Reimbursable Expenses Yes/No</li> <li>• Amount of Reimbursable Expenses</li> <li>• Content and Subject Matter</li> <li>• Event and/or Location</li> <li>• Dates and Times of Event</li> <li>• Presentation Schedule</li> <li>• Hospitality and Technical Requirements if any</li> <li>• Performer’s Fee</li> </ul> |

| Revenue Generating Contracts                                       |  |
|--|--|
| Template   | Required Information   |
| On Campus Facilities Rental (second party leasing Baylor facility) | <ul style="list-style-type: none"> <li>Name of Event</li> <li>Facility Address</li> <li>Building Name</li> <li>Total Fee</li> <li>Rental Start Date and Time</li> <li>Rental End Date and Time</li> <li>Overtime Charge</li> <li>Additional Notes</li> <li>Deposit Due Date</li> <li>Amount of Deposit</li> <li>Remaining Balance Due Date</li> <li>Remaining Balance Payment</li> <li>Upload Exhibit A: Floor Plan (if applicable)</li> </ul> |

| Publishing, Editing and Translation |  |
|-------------------------------------|--|
| Template                            | Required Information   |
| Single Author                       | <ul style="list-style-type: none"> <li>Title of Piece</li> <li>ISBN Number</li> <li>Delivery Date</li> <li>Word Count</li> <li>Revenue/Royalty Percentage</li> <li>Additional Provisions</li> </ul>  |
| Multi-Author                        | <ul style="list-style-type: none"> <li>Additional Second Party Name</li> <li>Additional Second Party Address</li> <li>Title of Piece</li> <li>ISBN Number</li> <li>Delivery Date</li> <li>Word Count</li> <li>Revenue/Royalty Percentage</li> <li>Additional Provisions</li> </ul>                                       |
| Single Editor                       | <ul style="list-style-type: none"> <li>Title of Piece</li> <li>ISBN Number</li> <li>Delivery Date</li> <li>Word Count</li> <li>Revenue/Royalty Percentage</li> <li>Additional Provisions</li> </ul>  |
| Multi-Editors                       | <ul style="list-style-type: none"> <li>Additional Second Party Name</li> <li>Additional Second Party Address</li> <li>Title of Series</li> <li>ISBN Number</li> <li>Delivery Date</li> <li>Word Count</li> <li>Revenue/Royalty Percentage</li> <li>Number of Copies to Editors</li> <li>Additional Provisions</li> </ul> |

## Publishing, Editing and Translation (continued)

| Template      | Required Information   |
|---------------|--|
| Series Editor | <ul style="list-style-type: none"> <li>Title of Series</li> <li>Revenue/Royalty Percentage</li> </ul>  |
| Work for Hire | <ul style="list-style-type: none"> <li>Title of Piece</li> <li>Volume Name</li> <li>Word Count</li> <li>Final Due Date</li> </ul>                    |
| Translation   | <ul style="list-style-type: none"> <li>Translate to this Language</li> <li>Title of Piece</li> <li>Flat Fee</li> <li>Retail Price Minimum</li> </ul> |

## Sale of Goods and Services (Baylor as Supplier)

| Template     | Required Information  |
|--------------|---|
| Bill of Sale | <ul style="list-style-type: none"> <li>Sale Price</li> <li>Description of Goods</li> <li>Location of Goods for Pick Up</li> </ul> |

## Other

| Template   | Required Information   |
|--|--|
| Internship & Affiliation   | <ul style="list-style-type: none"> <li>Academic Program Name</li> <li>Departmental Specific Requirements</li> </ul>  |
| Mutual Non-Disclosure  | <ul style="list-style-type: none"> <li>Department</li> <li>Department Contact</li> <li>Second Party contact name</li> <li>Second party contact email address</li> <li>Second party signatory name</li> <li>Second party signatory email address</li> </ul>   |
| Licenses, Trademarks, and Copyrights (for use of recordings/presentations) | <ul style="list-style-type: none"> <li>Department</li> <li>Department Contact</li> <li>Second Party contact name</li> <li>Second party contact email address</li> <li>Second party signatory name</li> <li>Second party signatory email address</li> <li>Dates and Times of Event</li> <li>Flat Fee</li> </ul> |