

CLIENT SERVICES WORKSHEET

Today's Date		Is airfare included?	
Sponsoring RSO & Org Number			
Name of Event			
Date and Time of Event			
Location			

Scope of Service

<p>a) Example: Perform two 45-minute sets of music in the Lecture Hall 1 at 9pm for the Musician's Club.</p>	
<p>b) Example: Provide for all means and cost of meals, transportation and lodging expenses.</p>	
<p>c) Example: Provide the necessary equipment and materials to perform this service.</p>	
<p>d) Example: Appear for technical set up and sound check at 6pm, or two hours before event begins.</p>	
Compensation	\$
Contractor / Make Check Payable to:	
Street Address	
City/State/Zip	
Contractor's phone number	
Tax ID (EIN) or Social Sec. Number	

Please type yes or no:

Contractor is or has been employed by the State of Washington in the past two years?

Please type yes or no:

Is the payee or the beneficiary of the payment a U.S. citizen or permanent resident alien?

RSO Coordinator contact & phone	
ADVISOR NAME:	