

FREELANCE WORK AGREEMENT

自由工作协议

The following is a Freelance Work Agreement (“Agreement”) between the Freelance Worker and Hiring Party named below. 以下是自由职业者与下文命名的雇用方之间的自由工作协议（“协议”）。

1. PARTIES 签约方

Freelance Worker Information: 自由职业者信息:

Name of Business: 公司名称:	Universal Legal Supporting Group Inc. 环球法律援助公司
Contact Person: 联系人	Stephanie Dong
Mailing Address: 邮寄地址	13950 35 th Ave, #7J, Flushing, NY 11354
Phone: 电话	718-772-7873
Email: 电邮	unv.legal.support@gmail.com

Hiring Party Information: 雇用方信息

Name: 名字	
Name of Business: 公司名称	
Contact Person: 联络人	
Address: 地址	
Phone: 电话	
Email: 电邮	

Hiring Party will be available and respond to Freelance Worker in a reasonable manner and within 3 days of contact. 雇用方将在联系后 3 天内以合理的方式提供并回复自由职业者。

2. SCOPE OF WORK 工作范围

Freelance Worker will provide the following services to Hiring Party in exchange for payment: 自由职业者将向雇用方提供以下服务以换取报酬:

Type of Services 服务类型	Amount of Payment 付款金额
-----------------------	------------------------

3. PAYMENT 付款

Total amount (\$) to be paid to Freelance Worker: _____
 支付给自由职业者的总金额（\$）

Method of Payment (check one): () CASH () CHECK () OTHER: _____
 付款方式（勾选一项）： () 现金 () 支票 () 其他

Date of Payment: 付款日期: _____

4. CANCELLATION 取消

This Agreement may be cancelled by Hiring Party within three business days and a refund will be provided upon such cancellation. 雇用方可在三个工作日内取消本协议，取消后将提供退款。

**5. DURATION, MODIFICATION, OR TERMINATION OF AGREEMENT
 协议的期限、修改或终止**

This Agreement begins on the date it is signed by both parties. 本协议自双方签署之日起生效。

After this Agreement takes effect for three business days, if both parties agree to extend, modify, or terminate this Agreement, they may do so, but only with a written agreement signed by both parties. 在协议生效三个工作日后，如果双方同意延长、修改或终止本协议，双方可以这样做，但必须有双方签署的书面协议。

Upon termination, Hiring Party will pay Freelance Worker for all work completed at that time, and for any unpaid reimbursable expenses. 协议终止时，雇用方将向自由职业者支付当时完成的所有工作以及任何未支付的可补偿费用。

6. CHOICE OF LAW 法律的选择

This Agreement and any disputes arising under it shall be governed by New York State and City law. 本协议及由此产生的任何争议均受纽约州和市法律管辖。

7. LIMITATIONS ON LIABILITY 责任限制

Either party's liability under this Agreement is limited to the value of the contract.
任何一方在本协议下的责任仅限于合同的价值。

Hiring Party will not hold Freelance Worker in breach for failure to complete work according to deadlines due to Freelance Worker's need for care or rest for mental or physical illness, injury, or health condition, or that of a Freelance Worker's family members. If the opportunity to complete work was limited to a specific time or place, Hiring Party's damages shall be limited to withholding Freelance Worker's payment for services under this Agreement. 由于自由职业者或自由职业者的家庭成员因精神或身体疾病、受伤或健康状况需要照顾或休息而未能按时完成工作，雇用方不会认为自由职业者违约。如果完成工作的机会仅限于特定时间或地点，则雇用方的损害赔偿应仅限于扣留自由职业者根据本协议支付的服务费用。

8. PERMISSION 许可

Freelance Worker will give Hiring Party permission to use the final work product of
自由工作者将允许雇用方使用最终工作产品

(description of work product 工作产品描述) for the following purposes 用于以下目的:

Hiring Party understands that it may incur penalties for using the Freelance Worker's product improperly beyond compensating Freelance Worker for the value of the use. Penalties include the value of the use and court and attorneys' fees. 雇用方明白，除了补偿自由职业者的产品使用价值外，其可能会因不当使用自由职业者的产品而受到处罚。处罚包括使用价值以及法院和律师费。

9. CONFIDENTIAL INFORMATION 隐私信息

Both parties shall maintain as confidential any information that the parties designate as Confidential Information in their communications to each other. Both parties will limit their use of Confidential Information to fulfilling their obligations under the Agreement. 双方应对双方在相互通信中指定为机密信息的任何信息保密。双方将限制对机密信息的使用，以履行其在协议项下的义务。

10. ATTACHMENTS 附件

Notices to Hiring Party in accordance with NYC Administrative Code, Rules of the City of New York; Consumer Bill of Rights; Cancellation Form. 根据纽约市行政法规、纽约市规定，向雇用方发出的通知；消费者权利法案；取消表格。

11. GENERAL 概括

This Agreement, including any attachments, represents the entire agreement between Hiring Party and Freelance Worker. Both parties' performance is limited to only those items that are listed in the Agreement. 本协议，包括任何附件，代表雇佣方与自由职业者之间的完整协议。双方的履行仅限于协议中列明的项目。

The individual providing assistance to you under the terms of this contract must explain the contents of this contract to you and answer any questions you may have regarding the terms of this contract (NYC Code Section 20-777). 根据本合同条款向您提供帮助的人须向您解释本合同的内容并回答您可能对本合同条款提出的任何问题（纽约市法规第 20-777 节）。

Hiring Party Signature: 雇用方签名:

Print Name 正楷姓名

Date 日期

Freelance Worker Signature: 自由职业者签名:

Universal Legal Supporting Group Inc
环球法律援助公司
By: Stephanie Dong, Owner

Date 日期

Notices to Hiring Party in Accordance with
NYC Administrative Code, Rules of the City of New York
根据纽约市行政法规，纽约市规定给雇用方的通知

1. Immigration Service Providers (ISP) may not, for any reason, keep original documents that the customer submits with an application for an immigration-related benefits made to any governmental entity even if the customer owes the ISP money or the ISP claims the customer owes money. 移民服务提供者 (ISP) 不得出于任何原因保留客户提交给任何政府实体的移民相关福利申请的原始文件，即使客户欠 ISP 钱或 ISP 向客户索赔欠钱。
2. The ISP will give customers a signed form stating that they received each original document, as well as a complete copy of the original document, immediately when the ISP takes possession of the original document. ISP 将在 ISP 收到原始文件后立即向客户提供一份签名表格，说明他们已收到每份原始文件以及原始文件的完整副本
3. The ISP must give customers a copy of each document it prepares for them. ISP 必须向客户提供其为客户准备的每份文件的副本。
4. Customers are not required to get supporting documents through the ISP and may get the documents themselves. The U.S. government provides information on required forms and documentation for free online at uscis.gov and by phone at 1-800-870-3676. 4. 客户无需通过 ISP 获得支持文件，可自行获取。美国政府在 uscis.gov 上免费在线提供有关所需表格和文件的信息，也可拨打电话 1-800-870-3676。
5. You may cancel this contract any time. You have three (3) business days to cancel this contract without penalty and get back any fees that you have already paid, Notice of Cancellation may be made by completing the cancellation form include in this contract or by otherwise notifying the provider in writing and delivering such form or notification to the provider in person or by United States mail to (specify address). If you cancel this contract, you will get back any documents you submitted to the provider. 您可以随时取消本合同。您有三 (3) 个工作日的时间来取消本合同而不会受到处罚，并取回您已支付的任何费用。您可以通过填写本合同中包含的取消表格或以其它方式书面通知提供商并提交此取消表格，或亲自通知提供商或通过美国邮寄到（指定地址）。如果您取消此合同，您将取回您提交给提供商的所有文件。
6. The ISP has posted a bond for the benefit of any customer in case the ISP owes the customer a refund and does not provide it or harms the customer by its actions. The surety (bond) company's name, address, and telephone number. 以防 ISP 欠客户退款但不提供退款或通过其行为损害客户，ISP 已为客户的利益提供保证金。
7. The individual providing assistance to you under this contract is not an attorney licensed to practice law or accredited by the United States Department of Justice to provide representation to you before the federal government or any immigration authority and may not give legal advice or accept fees for legal advice. For a free legal referral, call the Office for New Americans hotline at 1-800-566-7636, the New York State Attorney General at 1-800-771-7755, or your local district attorney or prosecutor. 根据本合同向您提供帮助的个人不是获得执业执照或美国司法部认可的在联邦政府或任何移民当局面前为您提供代理的律师，不得提供法律建议或收取费用提供法律建议。如需免费法律转介，请致电新美国人办公室热线 1-800-566-7636、纽约州总检察长 1-800-771-7755 或您当地的地方检察官或检察官。

8. The individual providing assistance to you under this contract is prohibited from disclosing any of your personal information to, or submitting any forms or documents on your behalf with, immigration or other authorities without your knowledge and consent except as required by law. 根据本合同向您提供协助的个人不得在您不知情和未同意的情况下向移民局或其他当局披露您的个人信息，或代表您向移民局或其他当局提交任何表格或文件，法律要求的除外。
9. A copy of all forms completed and documents accompanying the forms shall be kept by the service provider for three years. A copy of the customer's file shall be provided to the customer on demand and without fee. 所有填妥的表格及表格随附文件的副本应由服务提供商保存三年。客户文件的副本应按要求免费提供给客户。

Consumer Bill of Rights 消费者权利法案

Consumers are protected by the Consumer Bill of Rights. The bill states that consumers have the right to be informed, the right to choose, the right to safety, the right to be heard, the right to have problems corrected, the right to consumer education, and the right to service. 消费者受到《消费者权利法案》的保护。该法案规定，消费者享有知情权、选择权、安全权、发言权、问题纠正权、消费者教育权和服务权。

Cancellation Form

I hereby cancel the contract of _____ (date of contract) between

_____ (name, mailing address and phone number of provider) and
_____ (name of customer).

Signature of Customer

Print Name

Date

取消表格

我特此取消与 _____
_____ (公司名字, 邮寄地址, 电话号码)

在 _____ (日期) 和我 _____ (名字) 签订的合同。

客户签名

正楷名字

日期