

Project #: W-13

## Word Specialist

Level

Basic

Intermediate

Advanced



Project Title

# Waiver and Release of Liability Form

### New Skills:

- Setting tabs
- Changing line spacing
- Inserting page breaks
- Inserting page numbers  
in a document
- Using the AutoNumbering  
feature



The Office  
**Specialist**.com  
The Microsoft Office Experts

Squeaky Clean

Lawn Enforcement

College Concierge

Lettuce-Do-Lunch

Jazz My Wheels

**Word Specialist**  
**Project #: W-13**

**Customer Name:** Squeaky Clean

**Assigned to:** You, the MS Word Specialist

**Project Title:** Waiver and Release of Liability Form

**Date:** (current date, 20xx)

**Note:** Prior to beginning this project, review the Company Overview provided on page 15.

**Project Description**

Squeaky Clean's business has increased as a result of their new unique service approach. They need more independent cleaning contractors and are also converting the original staff to independent cleaning contractor status.

The company needs a Waiver and Release of Liability Form. Each contractor will be asked to complete and sign this form to alleviate any financial responsibility from the business owners if the contractor is hurt or if damage occurs to property while on the job.

**Your Job**

As the Microsoft Word Specialist, you will create a Waiver and Release of Liability Form. This form will serve as a legal document and should not have a logo or other noticeable identifiers of the company.

**Tips and Strategies**

1. An example of what your finished document should look like has been provided. Refer to this document for visual guidance as you complete the instructions. When you see an icon in the instructions, look for the matching icon in the finished document.
2. The form should be simple and straightforward.
3. Read through all of the instructions before proceeding with the project.

### Instructions to the MS Word Specialist

1. Using Microsoft Word, open a new document.
2. Save the document as **Project W-13 Waiver and Release** in your “Word Projects” folder within the “Squeaky Clean Projects” folder.
3. Set the page size to 8.5 inches wide x 11 inches high with a 0.5 inch margin on all sides.
4. Unless otherwise noted, the font should be set to Times New Roman 12 point and the text should be double-spaced.
5. Key the title as shown in **Document W-13**, center-aligned, underlined, and all caps. See icon **A**.
6. Key the text left-aligned and double-spaced as shown in **Document W-13**.
7. Insert page breaks where appropriate.
8. Use the auto-numbering feature as shown. See icon **B**.
9. For the signatures section on the third page of **Document W-13**, set a left-aligned tab at 3 inches. See icon **C**.
10. Insert a footer with the page number center-aligned. See icon **D**.
11. Carefully proofread your work for accuracy and format.
12. Resave the file.
13. Print a copy of the document if required by your instructor.

Document W-13

**A** AGREEMENT WITH INDEPENDENT CONTRACTOR

THIS AGREEMENT is entered into by and between \_\_\_\_\_ (hereinafter “\_\_\_\_\_”) of \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ (hereinafter “Contractor”) as of the date set forth below.

WHEREAS, \_\_\_\_\_ and Contractor hereby enter into a promise and agreement whereby Contractor will render certain work, services, labor, and/or materials to and for the benefit of \_\_\_\_\_ for valuable consideration.

NOW, THEREFORE, for and in consideration of the mutual promises contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, \_\_\_\_\_ and Contractor do hereby contract, promise and agree as follows in connection therewith:

- B**
1. Contractor does hereby agree to render and provide work, services, labor, and/or materials in accordance with the specifications discussed and incorporated herein by reference.
  2. \_\_\_\_\_ does hereby agree to pay Contractor the sum of \_\_\_\_\_ Dollars (\$\_\_\_\_\_) upon completion of said work, service, labor, and/or materials to be rendered and provided by Contractor.
  3. Contractor is, and will continue to be, an independent contractor and is not to be considered in any way subject to control by \_\_\_\_\_. Contractor is not, and is never to be, an agent or employee of the \_\_\_\_\_, and Contractor shall have no power or authority to pledge or attempt to pledge or bind or obligate the \_\_\_\_\_ in any manner or for any purpose. The \_\_\_\_\_ has no right to and shall not require Contractor to attend at any place or time for any purpose, to devote any particular time or hours to Contractor’s business, to confine Contractor’s activities to any particular type of customer or any particular territory, to follow schedules or itineraries, to make report of any character, or to refrain from engaging in any other type of business.

4. Contractor acknowledges that time is of the essence in this contract and covenants and agrees that all work, services, labor, and/or materials shall be completed prior to \_\_\_\_\_.  
If Contractor fails to complete or provide all work, services, labor, and/or materials prior to the date specified above, Contractor agrees that \_\_\_\_\_ shall have the right to procure the services of one or more other contractors to complete or provide such work, services, labor, and/or materials and that \_\_\_\_\_ shall have the right to set off and deduct the cost and charges of such and other contractors from the amounts due Contractor hereunder.
5. Contractor does hereby for itself, and its heirs, executives, administrators, agents, employees and successors assigns from any and all claims, demands, actions, causes of action, suits at law or in equity, damages, costs, expenses, and losses of any kind or nature whatsoever, whether now known or unknown which may not exist or which may hereafter arise out of or from the work, services, labor, and/or materials to be rendered and provided by Contractor or its subcontractors to or for the benefit of \_\_\_\_\_.
6. Contractor further warrants and agrees to render and provide said work, services, labor, and/or materials in accordance with the specification attached hereto as Exhibit "A" and in a workmanlike manner and shall keep all property of \_\_\_\_\_ clear of all liens and encumbrances.
7. The provisions of this Agreement shall be binding upon and used to the benefit of the heirs, personal representatives, successors, and assigns of the parties.
8. In the event of a default under this agreement, the defaulting party shall reimburse the non-defaulting party for all costs and expenses incurred, court costs, and attorney's fees at the trial level, and on appeal.
9. No waiver of any provision of this Agreement shall be deemed or shall constitute a waiver or any other provision, whether or not similar, nor shall any waiver constitute a continuing waiver. No waiver shall be binding unless executed in writing by the party making the waiver.
10. The Agreement shall be governed by and shall be construed in accordance with the laws of the State of \_\_\_\_\_.

11. The Agreement constitutes the entire Agreement between the parties pertaining to its subject matter and it supersedes all prior contemporaneous agreements, representations, and understandings of the parties. No supplement, modification, or amendment of this Agreement shall be binding unless executed in writing by all parties.

WITNESS THE SIGNATURES of the parties hereto on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

**C**

\_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_ Owners

CONTRACTOR

\_\_\_\_\_