

A top-down view of a wooden desk. On the left, a silver laptop is partially visible. In the top right, there is a white cup of dark coffee. Below the coffee are two yellow pencils and a piece of lined yellow sticky paper. On the left side of the desk, there are three crumpled pieces of yellow paper. A white text box with a blue border is centered on the desk, containing the main text.

# Stop wearing *all...the...hats...*

*By hiring an independent  
contractor for your  
creative biz*

# Your friendly legal eagle

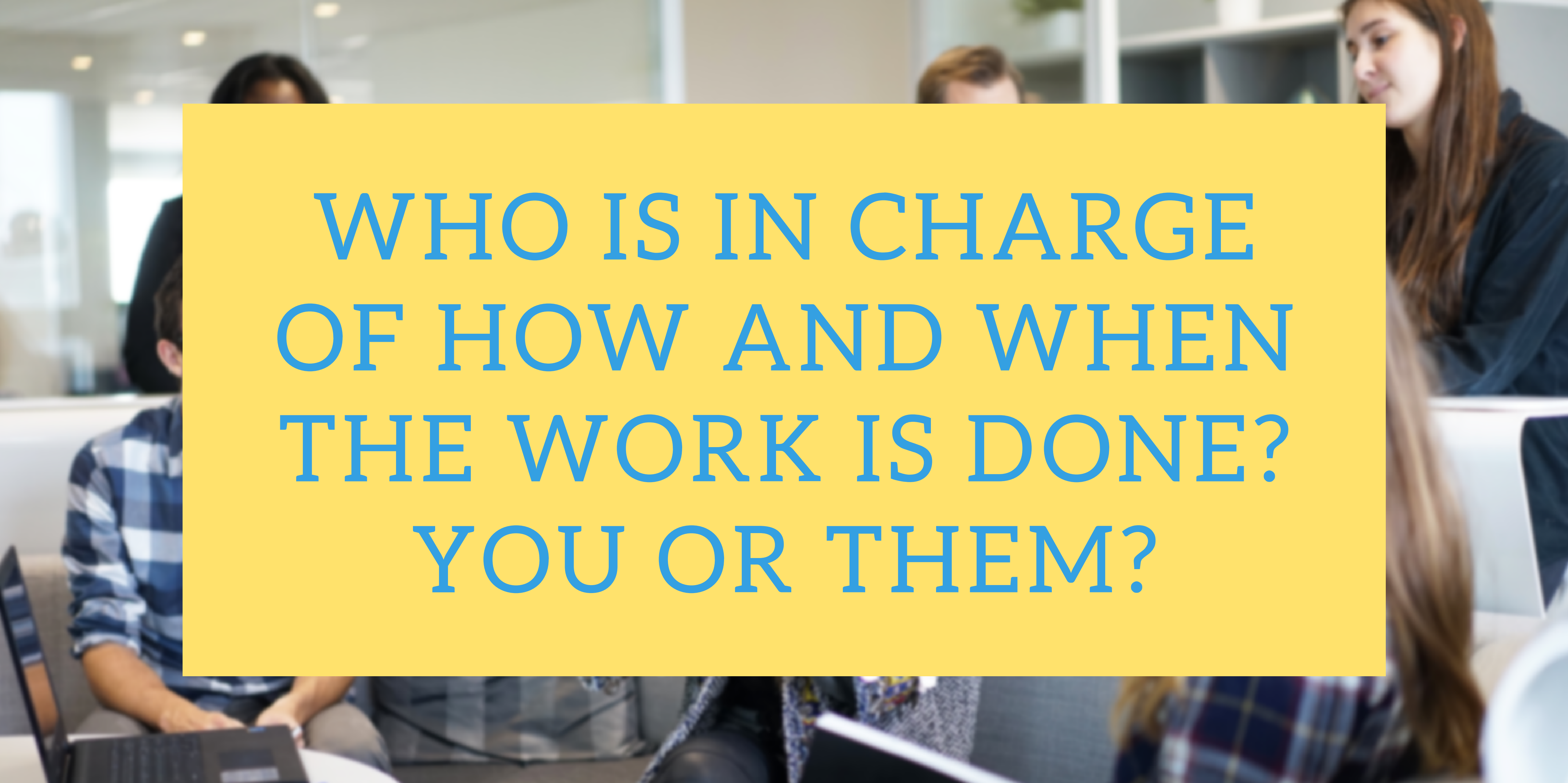
Meet Kiffanie Stahle





# GOAL

**Create  
digital files  
for each  
independent  
contractor**



WHO IS IN CHARGE  
OF HOW AND WHEN  
THE WORK IS DONE?  
YOU OR THEM?



# DANGER, WILL ROBINSON

It's not about which column has the most check marks.

It's about control!

**What information you need to collect**

# What information you need to collect

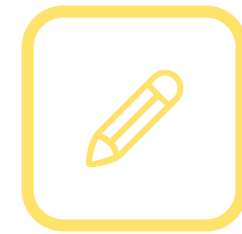


Legal + Biz Name

# What information you need to collect



Legal + Biz Name



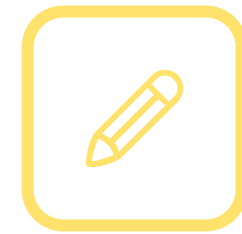
Business Type



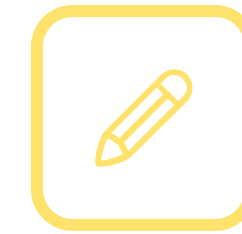
# What information you need to collect



Legal + Biz Name



Business Type



Point of contact

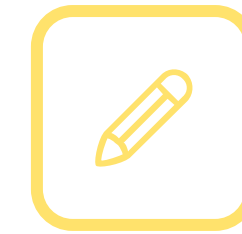
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Phone number

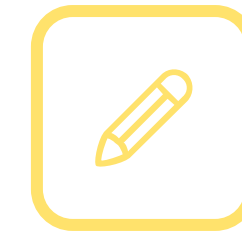
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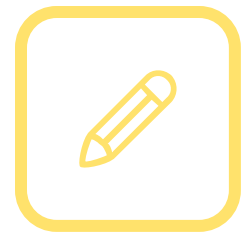


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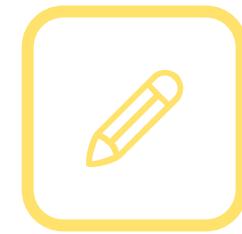


Business + Mailing  
Address

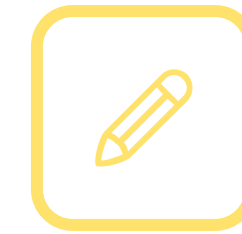
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Business + Mailing  
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Email address

IRS W-9

2



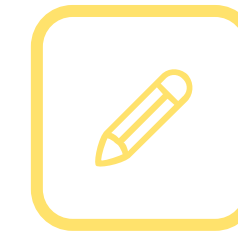
# Why you should get one

IRS W-9

2



## Why you should get one



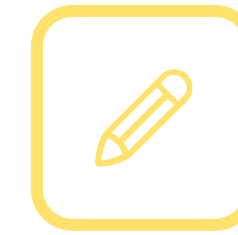
If you pay more than \$600 you'll need to send 1099

IRS W-9

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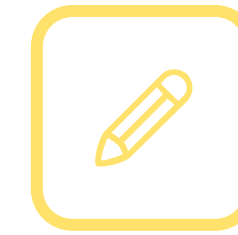
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Saves you time come tax time



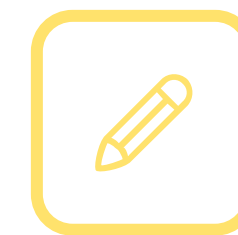
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Includes much of the biz info you need





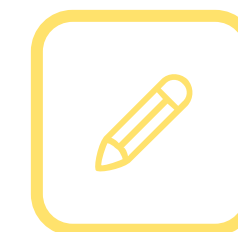
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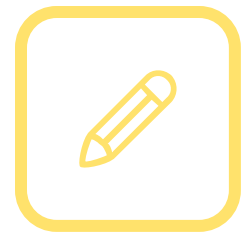
Helps show that she's not an employee



CONTRACTS  
*DON'T NEED*  
LEGALESE TO  
BE VALID

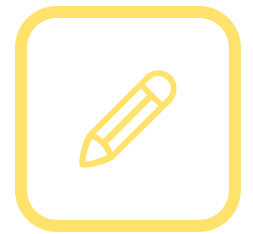
# What it should cover

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Scope of work

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Scope of work



Payment method +  
schedule

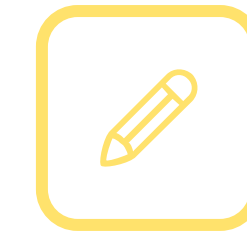
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Scope of work

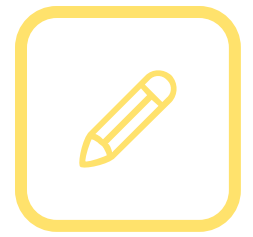


Payment method +  
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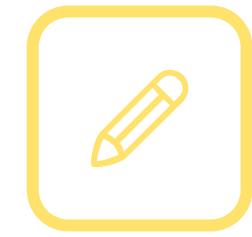


When + what will be  
delivered

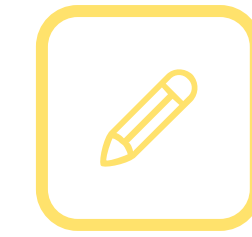
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Payment method +  
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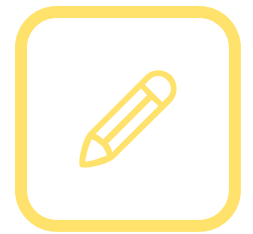


When + what will be  
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Process for scope  
changes

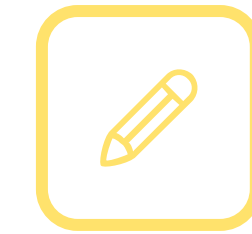
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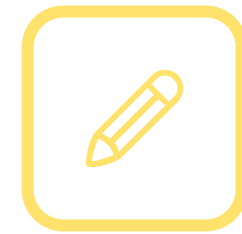
Who owns the copyrights



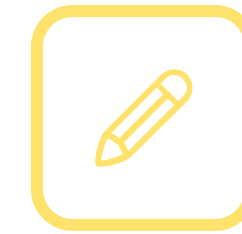
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Process for scope  
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Who owns the copyrights



That she is an  
independent contractor

# Molly the Maker



# Molly the Maker

- Help with Etsy listings, social media + email marketing



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- Help with Etsy listings, social media + email marketing
- VA offers a ~40 hours monthly package



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- Pay via PayPal on the first for the coming month
- VA will post content directly using log-ins provided
- Re-evaluate package on quarterly basis
- Molly makes sure that section included about keeping information secure





# Courtney the Coach



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- Business coach to help her improve one of her coaching programs



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- Additional sessions can be purchased at the end
- Courtney owns the copyright in any ideas/names/changes created during the sessions



# Claire the Curator



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- Claire must give photographer a mood board and shot list at least 7 days prior to shoot



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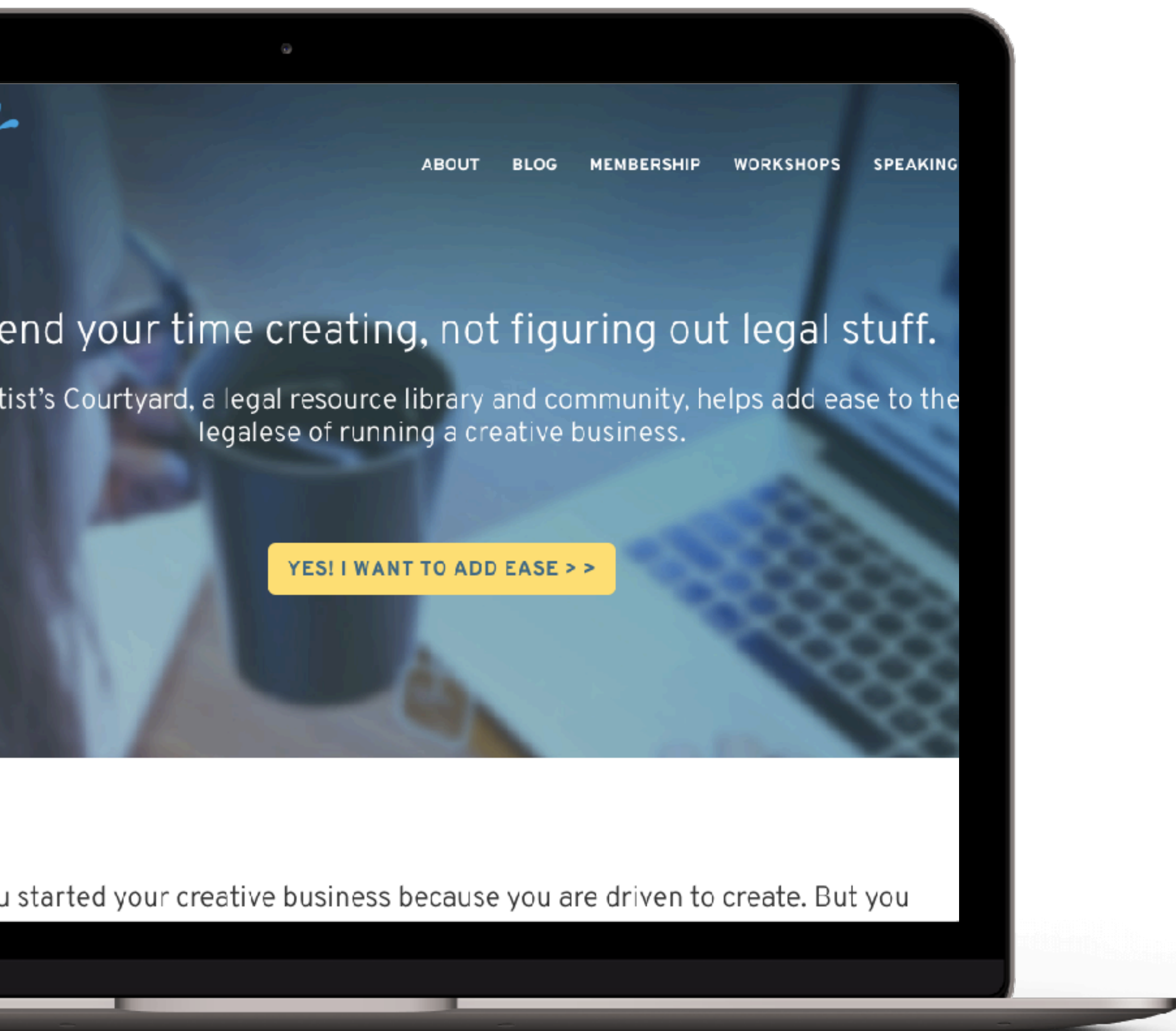
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- Photographer will deliver 50 high-resolution images via Dropbox
- Claire makes sure she either owns copyright or has an exclusive perpetual license





# Add additional ease

- 2-4 calls with your legal mentor each month, that's me!
- Monthly challenge to help you tackle one task
- Access to our private online community
- Legal library with more than 100 resources

FIST TO FIVE

ANY QUESTIONS?





# LET'S BE FRIENDS!

*#52LEGALTIPS every Monday*

*via Instagram: @kiffaniestahle*

*Mini-workshops each Friday via*

*Crowdcast*