

# CONTRACT LETTERS & PIECEWORK AGREEMENT



## Piecework Agreement

### Agreement between:

*{Contractor's Name and Address}*

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Contractor

### And

*{Insert Homeworker's Name and Address}*

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Homeworker

1. The work to be performed under this Agreement is as described below:
  - a. description of work – e.g. Embroidery.
  - b. design
  - c. the number of pieces to be made
2. Duration of the Contract.
3. The work is Part-time / Full-time.
4. Remuneration: The piece rate will be {insert rate per piece} for delivering {insert number of pieces to be completed}. The piece rate will be in accordance with the national minimum wage and will be paid {daily/bi-weekly/monthly}.
5. The normal working hours will be 8 hours per day. Work put in beyond these hours will be considered as overtime and remuneration will be provided.
6. Any additional cost borne by the homeworker {for example, list the cost of raw materials purchased to complete the work order such as thread, cloth, needle; and/or purchase of protective equipment like needle guard, face mask; and/or any expenditure made to complete the order like electricity, communication and travel} will be built into the cost of production while determining the piece rate.
7. Deductions: Deductions will be made only if the material is irreparable. If deductions are imposed due to poor quality of work, they will not exceed 50% of the wage.
8. Benefits: The benefits associated with the employment include {for example: weekly off, sick leave, paid holiday, health insurance, provident fund, and maternity benefit}.
9. The homeworker has the right to join an association or trade union of their choice.
10. Termination: The contract can be terminated by both parties, with 30 days notice, if they violate any one of the above conditions.

*{Contractor Signature}*

**Name:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_