

**Service Provider Agreements**

Research Finance is working to make contract payments seamless for your teams

Any service payments such as the following: translators, transcription services, consulting work, data analysis, that are over \$500.00 must have a contract in place. Even if the service is a one time payment. Service provider agreements are important and are necessary agreements as they formalize the rights and responsibilities of all parties involved and protect everyone's best interests.

If you require to pay a service provider, please make sure you contact [ResearchContracts@smh.ca](mailto:ResearchContracts@smh.ca) and that your contract is executed prior to submitting the invoice for payment to [ResearchFinance@smh.ca](mailto:ResearchFinance@smh.ca)

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