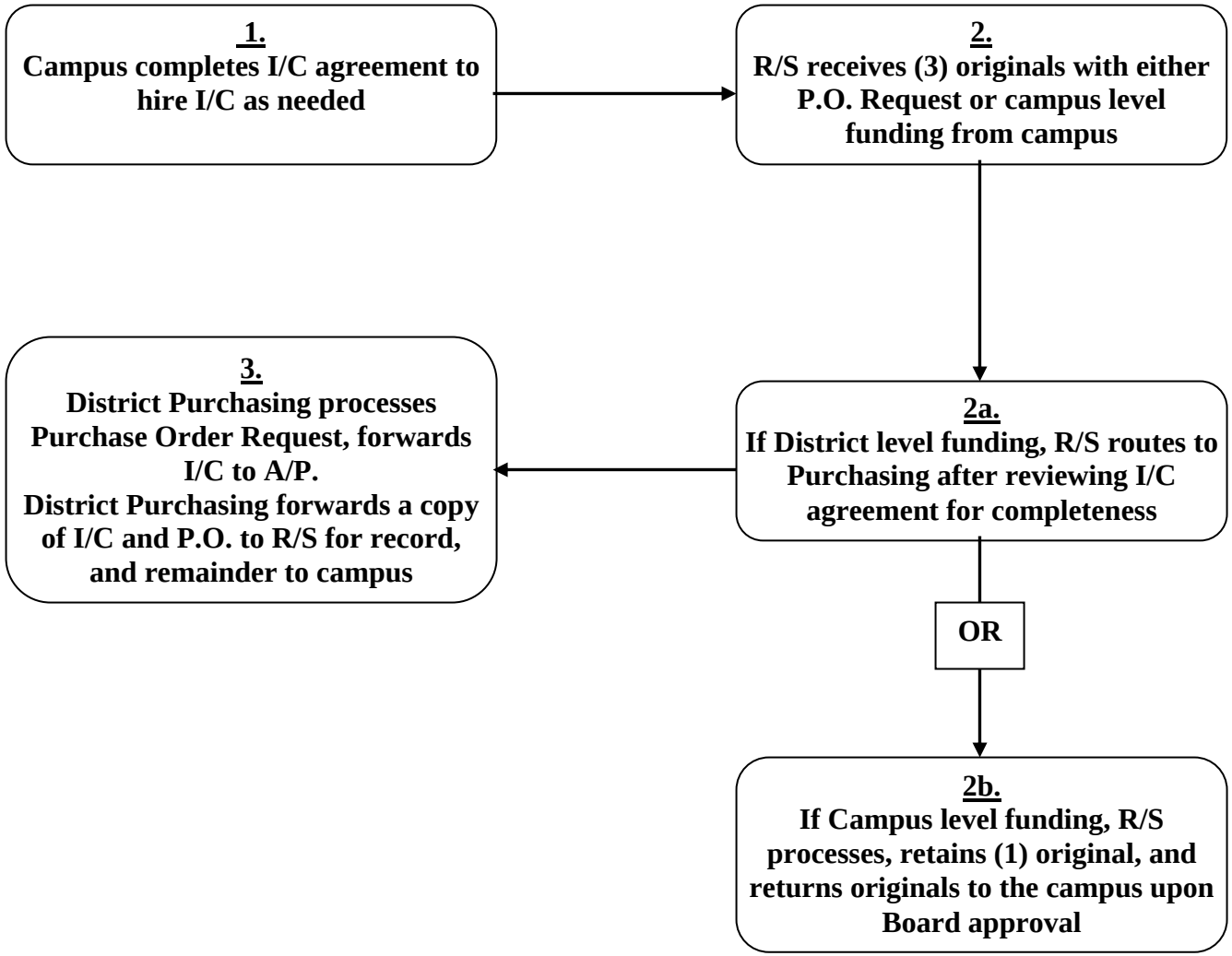INDEPENDENT CONTRACTOR AGREEMENT PROCESSING PROCEDURES