Gibbons Lens and Light Subcontractor Agreement

Oct 10, 2026 · @Keith Gibbons

Working draft for subcontracted editing, floor plan and specialty 3D scanning work. Bracketed items need your information. Have a Florida attorney review it before use.

1. Parties, services and status

This agreement is between [LEGAL OWNER] d/b/a Gibbons Lens and Light, Florida registration no. [FICTITIOUS NAME OR LLC DOCUMENT NUMBER] ("Company"), and [SUBCONTRACTOR NAME / BUSINESS NAME] ("Subcontractor"), effective [DATE].

- **Services:** Subcontractor will provide the services described in each work order, which may include photo editing, floor plans, 3D scanning, photography or video.
- **Independent contractor:** Subcontractor is an independent contractor, not an employee, partner or agent of Company. Subcontractor controls how the work is done, supplies their own equipment, and is responsible for their own taxes. Company will issue a Form 1099 where required.
- **No authority:** Subcontractor may not sign agreements, quote prices or make promises to clients on Company's behalf.
- **Not exclusive:** Either party may work with others, subject to Section 4.

2. Work orders, standards, delivery and payment

- **Work orders:** Each job is assigned by a written work order (email or text is enough) stating the property, services, deadline and fee. Subcontractor accepts a job by confirming it in writing.
- **Standards:** Subcontractor will follow Company's editing style guide and any instructions in the work order. Edits must keep images accurate: no removing permanent features or hiding defects, and virtual staging only when the work order asks for it.
- **Deadlines:** Subcontractor will deliver finished work by the work order deadline, which supports Company's 48-hour delivery promise to clients. Subcontractor will tell Company immediately if a deadline is at risk.

- **Corrections:** Subcontractor will fix work that doesn't meet the work order or style guide at no extra charge, within [24 hours] of Company's request.
- **Fees:** Company pays the fee stated in each work order. Subcontractor invoices [weekly / per job], and Company pays within [15] days of receiving a correct invoice. Work that is never corrected to standard may be unpaid.
- **Expenses:** Subcontractor pays their own expenses unless a work order says otherwise.

3. Ownership of media

- **Assignment:** Subcontractor assigns to Company all rights, including copyright, in every photo, video, 3D scan, floor plan, edit and other work product created under this agreement ("Work"), effective when the Work is created. Company may license, publish, edit and sell the Work without further payment or credit.
- **Signing documents:** Subcontractor will sign any document reasonably needed to confirm Company's ownership, such as a Copyright Office assignment.
- **Original work only:** Subcontractor confirms the Work is original and does not use music, fonts, presets or other material that Subcontractor isn't licensed to transfer for commercial use.
- **Portfolio use:** Subcontractor may not post, share or sell the Work, including on social media or in a portfolio, without Company's written permission. If permission is given, Subcontractor may not show addresses, client names or anything identifying the occupants.
- **Raw files:** Subcontractor will deliver all raw and edited files to Company and delete their copies within [30] days of delivery, unless Company agrees otherwise in writing.
- **Platform accounts:** 3D tours, floor plans and other online media are published under Company's accounts (for example, Matterport and Zillow 3D Home), never Subcontractor's.

4. Confidentiality, property access and clients

- **Confidential information:** client names, contact details, property addresses, lockbox and gate codes, prices, and anything Subcontractor sees inside a property. Subcontractor will use it only for the assigned job and will not share it.
- **Access codes:** Subcontractor will use access codes only at the scheduled time, never share them, and delete them after the job.

- **Inside the property:** Subcontractor will not open drawers, closets or mail, photograph personal documents or people, or use anything in the home. Subcontractor will leave the property as found and report any damage to Company the same day.
- **Client contact:** Subcontractor represents Gibbons Lens and Light when on site. Subcontractor will not hand out their own business cards, discuss their own prices, or offer their own services to Company's clients.
- **No solicitation:** For [12] months after the last work order, Subcontractor will not directly offer the same services to any client they met through Company, unless Company agrees in writing.
- **This section survives** the end of the agreement.

5. Insurance, certifications, conduct and liability

- **Insurance:** Subcontractors who visit properties will carry general liability insurance of at least [$1,000,000] per occurrence and give Company a certificate before their first job. Subcontractors who fly drones will also carry aviation liability insurance. Remote-only editors do not need insurance.
- **Drone work:** Subcontractors who fly drones must hold a current FAA Part 107 certificate, follow all FAA rules and Company's airspace checks, and make the final safety call on each flight.
- **Conduct:** Subcontractor will arrive on time, dress professionally, follow the client's access instructions and Company's prep checklist, and keep the client informed through Company.
- **Responsibility:** Subcontractor is responsible for damage, injury or claims caused by Subcontractor's own negligence or breach of this agreement, and will indemnify Company for them.
- **Own equipment:** Subcontractor is responsible for their own equipment, including loss or damage.

6. Term, termination and general terms

- **Term:** This agreement continues until either party ends it with [14] days' written notice. Company may end it immediately for a breach of Sections 3 or 4, or for unsafe conduct.
- **After termination:** Subcontractor finishes or returns any accepted work orders, delivers all files, and is paid for completed, accepted work.

- **Governing law:** Florida law applies, and disputes will be resolved in the courts of Duval County, Florida.
- **Entire agreement:** This agreement and its work orders are the full agreement. Changes must be in writing and signed by both parties.

Signatures

	Company	Subcontractor
Name	Rodney Keith Gibbons, for Gibbons Lens and Light	[NAME]
Signature		
Date		
Contact	(904) 365-7682	[PHONE / EMAIL]

Attach to each signed copy: the subcontractor's certificate of insurance, FAA Part 107 certificate (drone work only), a completed IRS Form W-9, and Company's editing style guide.