



CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT

THIS AGREEMENT is made and entered into this 29th day of September, 2020, by and between _____ and Tidy With Theresa/Theresa Cooke

IN CONSIDERATION of the engagement of Tidy With Theresa by _____, the use their facilities by Tidy With Theresa, the ongoing disclosure to Tidy With Theresa of confidential and proprietary information, the parties hereto mutually agree as follows:

1. **Confidentiality:** Tidy With Theresa recognizes and acknowledges that during the course of providing services she will have access to certain information not generally known to the public, relating to the business of _____. This information shall collectively be referred to herein as the "Confidential Information." Tidy With Theresa recognizes, acknowledges and agrees that all such Confidential Information, including without limitation that which Tidy With Theresa conceives or develops at any time during her engagement with _____, either alone or with another, is and shall remain the exclusive property of _____.
2. **Non-Disclosure:** Tidy With Theresa agrees that, except as directed by _____, Tidy With Theresa will not at any time, whether during or after she ceases to provide services to _____, use or disclose to any person for any purpose other than for the benefit of _____, any Confidential Information, or permit any person to use, examine and / or make copies of any documents, files, data, or other information, whether prepared by Tidy With Theresa or otherwise coming into Tidy With Theresa's possession of control, without the prior written permission of _____.
3. **Possession:** Tidy With Theresa agrees that upon request by _____, and in any event upon termination of her contract, Tidy With Theresa shall return to _____ all documents, notes, papers, data files, office supplies, photos, and other material or work product in Tidy With Theresa's possession or under her control which were created pursuant to are connected with, or derived from Tidy With Theresa's services to _____.
4. **Enforcement:** The provisions of the Agreement shall be enforceable notwithstanding the existence of any claim or cause of action against _____ by Tidy With Theresa, whether predicated on this agreement or otherwise.
5. **Governing Law:** This Agreement shall be construed in accordance with the laws of the State of _____. Tidy With Theresa's obligations under this Agreement supplement and do not supersede the obligations imposed on Tidy With Theresa by the laws of the State of _____ and the United States of America.

IN WITNESS WHEREOF, the undersigned have hereunto set their hands as of the date first written above.

Professional Organizer' Name _____

Client's Name _____

Address _____

Address _____

Signature: _____

Signature: _____

Date: _____

Date: _____