

This Addendum to Renew or Extend the Client Agreement (the “Contract Renewal”) is made on [DATE] by and between the following parties:

|  |  |
| --- | --- |
| The Virtual Assistant | The Client |
| Mia Allen or Mia the Assistant | [Full Name] |
| Mia’s Assisting LLC | [Company Name] |
| N/A | [Address Line 1] |
| N/A | [Address Line 2] |
| Oklahoma | [City, State ZIP] |
| miatheassistant@outlook.c | [email@address.com] |

[CLIENT COMPANY NAME], with an office in [STATE] (the "Client"), and Mia Allen, Mia the Assistant, or Mia’s Assisting LLC in Oklahoma sole proprietorship (the “Virtual Assistant”).

Whereas the Client desires to engage the services of the Virtual Assistant and both parties with to set forth the terms and conditions upon which the services will be provided to the Client.

**1. ORIGINAL CLIENT AGREEMENT CONTRACT.**

The Virtual Assistant and the Client entered the original Contract for services provided by the Virtual Assistant to the above Client and Business on the [NUMBER] day of [MONTH], [YEAR].

**2. CLIENT AGREEMENT CONTRACT RENEWAL.**

Both the Virtual Assistant and the Client hereby agree to extend the original Contract for a further period of [NUMBER] months. This Addendum to renew the Contract will begin on the [NUMBER] day of [MONTH], [YEAR], and end on the [NUMBER] day of [MONTH], [YEAR].

**3. TERMS AND CONDITIONS.**

By signing below, the Virtual Assistant and Client agree that all terms and conditions of the original Contract shall remain in full effect during the Renewal Contract period except for the following amendments:

1. The Client agrees to pay the Virtual Assistant a Renewal Contract total amount of [INSERT AMOUNT] (USD). The Client will be billed for this Renewal Contract amount in [NUMBER] monthly installments in the amount of [INSERT MONTHLY AMOUNT] (USD). The invoice for these monthly installments will be emailed to the Client on the [DAY] of every month and due within 15-Days or on the [DAY] of the same month.
2. The Virtual Assistant agrees to offer the Client a one-time concession of [PERCENTAGE]% equaling to the amount of [AMOUNT] (USD) for acceptance of the Renewal Contract. This concession will be credited to the Client’s total amount due for the Renewal Contract.
3. [DESCRIBE ANY ADDITIONAL OR REMOVAL OF DUTIES, RESPONSIBILITIES, AND DELIVERABLES]
4. [DESCRIBE ANY CHANGES, UPDATES, OR REMOVAL OF TERM AND CONDITIONS]

By their execution, the parties hereto have agreed to all the terms and conditions of this Renewal Contract effective as of the last date of signature, and each signatory represents that it has the full authority to enter this Renewal Contract and to bind her/his respective party to all of the terms and conditions herein.

**THE FOLLOWING PARTIES AGREE TO THE CLIENT RENEWAL CONTRACT AS EVIDENCED BY THEIR SIGNATURES.**

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| [Full Name | VIRTUAL ASSISTANT] |
| [Company Name] |

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| [Full Name | CLIENT] |
| [Company Name] |

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Oklahoma – miasassistingllc@gmail.com