VIRTUAL ASSISTANT AGREEMENT 1

This agreement (the “Agreement”) is made on insert date by and between the following parties:

Mia Allen or Mia the Assistant hereinafter is referred to as "Virtual Assistant", having serving location and method of communication as follows:

Located in the state of Oklahoma.

Contact Information:

Email: [miasassistingllc@gmail.com](mailto:miasassistingllc@gmail.com)

Email: [miatheassistant@outlook.com](mailto:miatheassistant@outlook.com)

and Client Full Name, hereinafter referred to as “Client”, having an address at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Email: email @address.com

*Client is in need of virtual assistant services*

*Virtual assistant is a skilled professional capable of providing services agreed upon to the client*

Both parties hereby agree as follows:

**Description of Service:** Virtual Assistant will start on insert date. Virtual Assistant agrees to produce the following project deliverables (the “Service”) at the request of the client for fees agreed upon in advance and delivery of the Service by an agreed-upon deadline.

1. Deliverable 1
2. Deliverable 2
3. Deliverable 3

Virtual Assistant agrees that he/she will be the sole author of the Service, which will be original work and free of plagiarism.

**Business Hours:** Virtual Assistant will be required to work Monday – Friday, 8am – 4pm, Central Standard Time. All correspondence received outside business hours will be answered the next business day. Email communication will be sent to Client when Virtual Assistant will not be available to work during normal business hours due to personal illness, vacation time, or holidays.

**Compensation:** Client agrees to pay Virtual Assistant $X rate per hour (or a flat rate of $X) as agreed upon previously. Mia the Assistant or Mia Allen at Mia’s Assisting LLC shall be paid (weekly, bi-weekly, or monthly) on DAY, MONTH DATE, YEAR. Invoices will be sent weekly or by project at the discretion of Virtual Assistant. Virtual Assistant shall be paid via PAYMENT METHOD. A payment link will be sent to Client via email.

If Client fails to pay Virtual Assistant for services and hours worked or is late in payment, Virtual Assistant reserves the right to charge a 15% late fee and will be applied to the next billing and payment cycle.

**Communication:** Virtual Assistant’s primary channels for communication will be via phone, email, and video conferencing utilizing Videoconference App. An initial meeting will be scheduled within 48 hours of this contract. This contract requires 20-minute weekly check-in calls per Client's schedule. Specifications on day and time of check-in calls will be made and scheduled during the initial meeting.

**Cancellation:** Both parties understand that Client or Virtual Assistant may terminate the service at any given time if, for any reason, the relationship is deemed unsatisfactory by either party. Upon written cancellation, Client is responsible for payment for all expenses incurred and any work done towards the completion of the project based on the percentage of the project completed that is determined by Virtual Assistant. Should Client cancel the project following its completion, Client is responsible for full payment as per the agreed-upon hourly rate. In the event of cancellation, Virtual Assistant retains ownership of all copyrights and original work created.

Upon cancellation, Virtual Assistant must return and deliver all deliverables, software, materials, tangible software, hardware (completed or not completed) to Client. Virtual Assistant is required to permanently erase any confidential data and material, or information of Client from Virtual Assistant's computer systems.

**Extension:** Both parties may extend the terms in writing. This Agreement applies to all future engagements and Service of Virtual Assistant by the Client unless other terms are stated by Virtual Assistant.

**Confidentiality:** Virtual Assistant hereby acknowledges that Virtual Assistant may receive or have access to confidential or proprietary information which relates to the Client’s business. Such information may include but not limited to business products, vendor lists, creative works, marketing strategies, plans, or technological resources. Virtual Assistant agrees to protect the confidentiality of the Client’s proprietary information and all physical forms thereof, whether disclosed to Virtual Assistant before this Agreement is signed or afterward.

Unless strict confidentiality is requested by Client in advance of the establishment of this contract, Virtual Assistant can display materials and final work created for Client on Virtual Assistant www.miatheassistant.com.

**Liability & Indemnity:** Virtual Assistant and Client release and agree to indemnify and hold the other harmless from any liability concerning from any claims, fees, attorney fees, costs and judgments Virtual Assistant arising out of result from acts of omission or breach of representation warranty, or obligation under this Agreement.

**Force Majeure:** Virtual Assistant is not liable for any failure to perform due to causes beyond reasonable control such as acts of God, acts of civil authorities, riots, acts of military authorities, acts of nature and natural disaster, embargoes, and/or other acts that may be due to unforeseen circumstances.

**Governing Law:** The contract will be governed by the law of the State of Oklahoma.

**Acceptance of Terms:** Client promises to pay for the services rendered by Virtual Assistant for the Service as agreed upon. By signing below, Client agrees they have read, understood the terms of this agreement.

CLIENT

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

VIRTUAL ASSISTANT

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mia’s Assisting LLC | miatheassistant@outlook.com

www.miatheassistant.com | 405-956-6180