

This agreement, between _____ (herein named as VA) and _____ (herein named as CLIENT), will begin on _____ and will continue until ended by agreement of both VA and CLIENT.

SERVICES. The service provided to the CLIENT by the VA is acting as executive assistant, as determined jointly with the CLIENT. Responsibilities may include setting up a client management system, answering phone calls, answering emails, cleaning up and managing email, customer service contact with Client's buyers, other clerical items, as determined between CLIENT and VA.

HOUR ENGAGEMENT. The initial engagement will be for _____ (_____) hours per week, split out, generally, on a _____-hour per day basis; in the case of larger projects, time will be adjusted, as agreed upon. Additional time can be added on an ongoing basis, as agreed upon between the parties.

FEES AND INVOICING.

- The fee for each hour is _____ dollars (\$_____), payable in advance on a monthly basis for the term of the engagement.
- CLIENT will be invoiced on a monthly basis, in advance, on the first day of each month.
- If a project requires more than 10 hours in a given week, VA will alert CLIENT as quickly as possible to get authorization for additional time. If more time is added in a particular week, it will be billed in the next month's invoice.
- Payment is due by the 10th day of each month.
- Payment can be made by personal check, made payable to _____, or by PayPal, by clicking the link on the invoice.
- If payment is not made by the 10th day of any month, this contract will be considered null and void, unless agreed upon between the parties. Notwithstanding, in the case of nonpayment, CLIENT will still be obligated to pay for the month in question, in lieu of 30 days' notice.

CONFIDENTIALITY. VA agrees that all confidential business information disclosed to VA about CLIENT's business will be held in the strictest confidence unless or until such time as that information becomes common public knowledge.

OWNERSHIP OF WORK PRODUCT. Unless agreed to otherwise, all work performed under this agreement by the VA on behalf of the CLIENT will remain the property of CLIENT. However, any writing projects performed under this agreement can be used as part of VA's writing portfolio. CLIENT also agrees that VA may use CLIENT on her list of clients available to the public.

TERMINATION. The CLIENT and VA agree to provide one another with one month's notice if either desires to cancel further service. No refunds will be given in case of termination part way through a particular month.

The VA's and CLIENT's signatures on this agreement indicates compliance with the above requests, and understanding of the services to be provided.

CLIENT (name typed out)

Signature
Date _____

VA (name typed out)

Signature
Date _____