

VIRTUAL ASSISTANT CONTRACT AGREEMENT

This Virtual Assistant Contract Agreement ("Agreement") is entered into on this _____ day of _____, 20 (the "Effective Date") between:

Client: [Client's Name]
Address: [Client's Address]
Email: [Client's Email Address]
Phone: [Client's Phone Number]

Virtual Assistant: [Virtual Assistant's Name]
Address: [Virtual Assistant's Address]
Email: [Virtual Assistant's Email Address]
Phone: [Virtual Assistant's Phone Number]

SCOPE OF WORK:

The Client agrees to engage the Virtual Assistant to perform the following tasks:

- [List of specific tasks and responsibilities that the Virtual Assistant is expected to perform]
- [Include information on working hours, deadlines, and expected deliverables.]
- [Specify communication channels and frequency of updates]

PAYMENT TERMS AND RATES:

The Client agrees to compensate the Virtual Assistant for their services based on the following terms:

The Virtual Assistant's hourly rate is \$_____ per hour.

- [Specify how and when payment will be made (e.g., bi-weekly, monthly)].
- [Include details on any bonuses, incentives, or reimbursements, if applicable].

Any additional expenses incurred by the Virtual Assistant in connection with the agreed-upon tasks shall be reimbursed by the Client with prior approval.

CONFIDENTIALITY AND NON-DISCLOSURE:

- Both the Client and the Virtual Assistant acknowledge and agree to the following confidentiality and non-disclosure terms:
- The Virtual Assistant agrees not to disclose or use, directly or indirectly, any confidential information obtained during their work.

- Confidential information includes, but is not limited to, client lists, business strategies, financial information, and any other proprietary information. The Virtual Assistant shall take reasonable steps to protect the confidentiality of all information.

TERMINATION AND DISPUTE RESOLUTION:

Either party may terminate this Agreement with written notice of ___ days (e.g., 30 days) to the other party.

In a dispute arising under this Agreement, the parties agree to first attempt to resolve the dispute through good-faith negotiations. If a resolution cannot be reached, the parties agree to pursue mediation or arbitration following the laws of [Specify governing law and jurisdiction].

INTELLECTUAL PROPERTY RIGHTS:

Any work product created by the Virtual Assistant during their duties shall be the Client's exclusive property.

The Virtual Assistant agrees to assign all rights to such work product to the Client and shall not claim any rights, title, or interest therein.

The Virtual Assistant may retain the right to use non-proprietary, non-confidential knowledge and skills gained while performing their Client duties.

This Agreement constitutes the entire understanding between the Client and the Virtual Assistant and supersedes all prior agreements or contracts. Any modifications to this Agreement must be in writing and signed by both parties.

Client:

[Client's Name] (Printed)

[Client's Signature]

Date:

Virtual Assistant:

[Virtual Assistant's Name] (Printed)

[Virtual Assistant's Signature]

Date:

Both parties acknowledge and agree to the terms and conditions outlined in this Virtual Assistant Contract Agreement by signing below.

[Notary acknowledgment, if required]

[State the names and addresses of any witnesses, if applicable]