

ANNA MAUGHAN

VIRTUAL ASSISTANT

AGREEMENT and TERMS AND CONDITIONS

This AGREEMENT (the "Agreement") and TERMS AND CONDITIONS (the "TERMS"), dated *[start of contract]* is entered into between Anna Maughan Virtual Assistant (the "Contractor"), and *[client name]* (the "Client"), regarding the provision of *[description of services]* (the "Work").

1. Rights

This Agreement is a work-for-hire. The Client shall own all rights to any new or edited material provided by the Contractor in the Work.

2. Scope of Work and Duration of Services

a. By way of this Agreement the Client will provide access to all information required to complete the Work. The Contractor agrees to provide virtual assistance services in a format agreed to by the parties.

b. The Contractor shall reserve sufficient hours per week for said Work and the duration is ongoing unless otherwise specified. The Contractor shall update the Client on a regular basis regarding the status of the Work and deliver the completed Work to the Client on or before agreed deadlines. Any further iterations after this date may be subject to further fees.

3. Fees

a. **Agreed fee rates.** The Client agrees to pay the Contractor [an introductory fee for the first 5 hours' work / a fee of £20 per hour / a fixed fee of £X for the Works].

b. **Expenses.** Unless where specified, expenses such as stationery, ad hoc printing, telephone calls made on behalf of the Client, and travel within Cambridge are included in the agreed hourly rate.

c. **Payment.** Invoices shall be rendered on a weekly or any other basis as agreed between the parties. Invoices will be issued by email and shall be due within seven (7) days.

4. Changes to Work Assignment

The Client understands that the Contractor's estimated time and cost for completing the Work is an informal calculation and that any adjustments to the amount of work, schedule and/or the number of hours and fees is subject to review and renegotiation with the Client when necessary.

5. Cancellation Fees and Return of Work

Either party must give one week of notice to revoke this Agreement. If either party terminates the agreement, the Client shall pay the Contractor for work done up to the date of termination. The Contractor shall deliver to the Client all services performed on the Work, up to the time of the cancellation, and the final invoice within five (5) working days.

6. Confidentiality and Credit for Services on Work

The Contractor shall keep the Work confidential and not use it for personal gain or promotion without written consent of the Client. The business affairs of the Client shall not be discussed or disclosed to any third parties. The Client will be the legal owner and will hold intellectual copyright of all work undertaken by The Contractor.

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AGREEMENT and TERMS AND CONDITIONS (continued)

7. Indemnification by Contractor

The Contractor shall be responsible for infringing upon the rights of authors, organisations, institutions, copyright holders, or others, as a result of plagiarism, libel, slander, or any other misuse of any material only when undertaking independent work for the Client and not when acting under the Client's direct instruction. The Contractor shall indemnify the Client for any and all claims, damages, costs, and expenses, including legal fees, incurred by the Client as a result of said infringements. If the infringement occurs as a result of the Client's direct instruction, then the Contractor will not be held liable.

8. Notices and Amendments

This Agreement shall not be amended or cancelled except by written instrument signed by both parties. Any notice or other communication in connection with this Agreement shall be in writing and hereunder deemed effective when transmitted by post or email to the Contractor or Client.

IN WITNESS WHEREOF, the Contractor and Client have each caused this Agreement and Terms to be duly executed as of the date written below.

CONTRACTOR

Signature

Anna Maughan
Date

CLIENT

Signature

[client name]
Date