

VIRTUAL ASSISTANT SERVICES AGREEMENT

Location: _____ Effective Date: _____

Parties:

Client Name: _____

Client Address: _____

Virtual Assistant Name: _____

Virtual Assistant Address: _____

1. Services Provided:

Virtual Assistant shall provide administrative, technical, or creative assistance as agreed upon by the parties. Services may include, but are not limited to, email management, scheduling, research, data entry, social media management, and other related tasks. The scope of work shall be detailed in writing and may be amended by mutual agreement.

2. Term and Termination:

This Agreement shall commence on the Effective Date and continue until terminated by either party with at least 7 days prior written notice. Termination may be immediate for cause including material breach, misconduct, or violation of law. Obligations accrued prior to termination shall survive.

3. Compensation:

Client agrees to pay Virtual Assistant at the agreed hourly rate or fixed fee as specified in the attached Schedule. Payment shall be made within 15 days of invoice receipt. Late payments may incur a late fee of 1.5% per month or the maximum permitted by law, whichever is less.

4. Independent Contractor:

Virtual Assistant is an independent contractor and not an employee or agent of Client. Virtual Assistant shall be responsible for all taxes, insurance, and benefits. Nothing contained herein shall be construed to create a partnership or joint venture.

5. Confidentiality:

Virtual Assistant shall maintain the confidentiality of all Client information and materials, including trade secrets, business plans, customer data, and any other proprietary information. This obligation shall survive termination of this Agreement.

6. Intellectual Property:

All work product, documents, designs, and materials created by Virtual Assistant in connection with the services shall be considered work made for hire and shall be the sole property of Client. Virtual Assistant hereby assigns all rights, title, and interest in such work product to Client.

7. Liability and Indemnification:

Virtual Assistant shall perform services with reasonable care and skill but makes no warranties other than as expressly stated herein. Client agrees to indemnify and hold Virtual Assistant harmless from any claims, damages, or liabilities arising out of Client's use of services or breach of this Agreement, except for willful misconduct or gross negligence by Virtual Assistant.

8. Non-Solicitation:

During the term of this Agreement and for 12 months thereafter, Client shall not directly or indirectly solicit or hire any employee, contractor, or affiliate of Virtual Assistant without prior written consent.

9. Governing Law and Dispute Resolution:

This Agreement shall be governed by and construed in accordance with the laws of the United States and the State of _____. Any disputes arising hereunder shall be resolved by binding arbitration held in _____ County, _____, under the rules of the American Arbitration Association. Each party knowingly and voluntarily waives any right to a trial by jury.

10. Entire Agreement and Amendments:

This Agreement, including any attached schedules, constitutes the entire agreement between the parties and supersedes all prior negotiations, understandings, or agreements. No amendment shall be effective unless in writing and signed by both parties.

11. Notices:

All notices under this Agreement shall be in writing and shall be deemed given when delivered personally, sent by certified mail return receipt requested, nationally recognized overnight courier, or electronic means capable of confirming transmission and receipt, to the addresses set forth above or as updated by written notice.

12. Severability:

If any provision of this Agreement is held to be invalid, illegal, or unenforceable, the remaining provisions shall remain in full force and effect and the invalid provision shall be replaced with a valid provision that most closely reflects the parties' intent.

13. Counterparts:

This Agreement may be executed in counterparts, each of which shall be deemed an original and all of which together shall constitute one agreement. Electronic signatures shall be deemed valid and binding.

CLIENT SIGNATURE

VIRTUAL ASSISTANT SIGNATURE

Signature: _____

Signature: _____

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