

CONTRACT FOR SERVICES

This Contract is entered into by and between _____ (“Client”) and Above the Bar Virtual Assistance (“Contractor”).

1. Scope of Work. Contractor will provide virtual assistant services to Client, which will include various administrative duties (“Assignment(s)”).

2. Turnaround Time. Turnaround time is dependent on the size of the Assignment. Contractor completes most Assignments within 24 hours. If Contractor believes an Assignment will take longer than 24 hours, Contractor will discuss a new estimated time frame with Client as soon as Contractor is aware of the extended time needed.

3. Delivery. Finished Assignments are delivered via e-mail, facsimile, diskette, CD or other format convenient to Client. All files are virus-checked prior to transmission.

4. Storage. All Assignments will be stored in Contractor’s computer for a minimum of one month at no charge. Client is expected to make backups of all Assignments delivered from Contractor. Contractor will in no situation be held liable for damage or loss of source material once the final approved version of the Assignment has been delivered to Client.

5. Rates. Client will be billed at a flat rate of \$40.00 per hour. A 20% additional charge will be billed for work requested to be completed on weekends or on a major holiday, which must be arranged in advance. Contractor reserves the right to modify hourly rates with prior notification to the Client. Work which is already underway will be honored at the original quoted price. Time is billed in 15 minute increments.

6. Expenses. Postage, overnight mailing, mailing supplies, courier fees, printing costs, domain registration, etc. will be charged back to Client at the rate Contractor is charged.

7. Payment Terms. Contractor will bill once monthly for all assignments worked on during the previous month. A detailed accounting of all time spent on each Assignment will be included with the invoice. Invoices will be delivered via e-mail (unless otherwise agreed upon). *Payment is due 15 days after invoice date.*

Payment types accepted include checks, money orders, and PayPal. If Client wishes to use PayPal to provide payment, Client agrees to be responsible for any fees charged by PayPal for that transaction. A fee of up to \$30.00 may be charged for any returned check. Unpaid accounts over 30 days are subject to a monthly late charge of 3%.

8. Termination. Either party may terminate this Contract by giving written notice to the other party. In the event of termination, Client agrees to pay Contractor for all hours and expenses accrued up to the date of termination.

9. Confidentiality. Unless Contractor is compelled to testify in a court of law, none of Client's personal or business information will be disclosed to third parties without Client's written consent.

Client Name: _____

Signature: _____

Date: _____

Above the Bar Virtual Assistance

By: _____

Malia Lane

Date: _____