

VIRTUAL SERVICES AND NON-DISCLOSURE CONTRACT

This Virtual Services and Non-Disclosure Contract ("Contract", "Agreement") is made between EMPOWERING ENTREPRENEURS (EE, Virtual Assistant, Your VA, VA, PM, Services Provider) **D.B.A.** WE EMPOWER TEAM (WE, Empower) and the "Client",

of _____ with

business address at _____ and

official correspondences at _____ and

can be reached at _____; effective on _____

until _____; subject to termination at the end of the subscription lock in period or once project is completed, or renewal two weeks before expiration depending on the type of subscription signed up

I. DESCRIPTION OF SERVICES

EE/WE will provide the following services (collectively, the "Services") according to the plan or subscription as detailed in Section IV. Payment for Services of this Agreement.

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General Virtual Assistance (GVA): Administrative Assistance, Social Media Management, Email Marketing and Graphics

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Virtual Assistance Plus (VAP): All services under General VA (GVA) + Website Maintenance & Management and Audio-Video Editing

All services rendered by the Virtual Assistant are verifiable by the Client via Worksnap at any given time, real time. Project Managers guarantees a minimum 60 minutes weekly to manage your project and monitor your assigned VA.

II. SERVICES LOCATION

The Services under this Contract shall be performed by EE/WE's assigned VA at their place of business, i.e. home office.

III. SCHEDULE AND DAYS OFF

EE/WE reserves the right to change work schedules at any time.

Customer Support and Accounts is generally available to provide the assistance during Philippine normal business hours on Monday to Friday 10am to 3pm.

EE/WE practices the 5-day work week and only available upon appointment on Saturday while Sunday is a no-work day. Furthermore, we are closed on all legal holidays declared by the government of the Republic of the Philippines.

Assigned VAs are likewise encouraged to practice the 5-day work week, Mondays-Fridays only but will be flexible should you need them on the Saturdays with written request and approval.

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IV. PAYMENT FOR SERVICES

Client purchased and agreed to the Terms and Conditions of the following plan/subscription/promotion:

Invoicing of actual hours will be done on weekly basis and balance monitoring is available at Worksnap. Unused hours will rollover only if stipulated in the Terms and Conditions as stated above.

V. TERM / TERMINATION

This Contract is continuous for as long as the Client is subscribed to a VA Services plan. Either party may terminate this Contract upon 7 days written notice to the other party. Provided, however that each party may terminate the Contract immediately without prior notice in the event of a breach of this Contract by other party. Any unused hours cease or and corresponding amount will be forfeited automatically upon termination by the Client. A 30% processing fee will be charged for requested refunds on remaining amount. However, EE/WE shall invoice the Client for any payment due, and payment will be due immediately upon receipt.

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Upon termination of this Contract, EE/WE will delete all Client's digitally shared assets or all records, notes, documentations, logos and other items that were used, created, or controlled by EE/WE during the term of this Contract with the exception of items purchased by We Empower Team and not reimbursed by the Client. The Client is given 3 days to complete pullout of digital assets.

VI. RELATIONSHIP OF PARTIES

It is understood by both parties that EE/WE is an independent contractor with respect to the Client and not an employee of the Client. The Client will not provide fringe benefits, including health insurance benefits, paid vacation or any other employee benefit, for the benefit of EE/WE.

VII. WORK-PRODUCT OWNERSHIP

Any work copyrighted, ideas, discoveries, inventions, patents, products or other information developed in whole or in part by the assigned VA in performance of the Services required by the Client within her subscription period shall be the exclusive property of the Client.

EE/WE or its representative or assigned VA to client reserves the right to use the work product in skills reference and job applications, if needed.

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VIII. LIABILITY

EE/WE will not be liable for loss, damage or delay of the Client's projects to circumstances beyond EE/WE's control. These circumstances may include, but are not limited to, acts of God, public unrest, power outages, internet service provider's loss of connection, and inability to contact Client. In the event of loss, damage or delay, EE/WE assures the Client that it will make every effort to notify Client immediately.

IX. CONFIDENTIALITY

EE/WE will not at any time or in any manner either directly or indirectly, use for its personal benefit, or divulge, disclose or communicate in any manner any information that is owned by the Client. EE/WE will protect all information and treat it with strict confidentiality. This provision shall continue to be effective three months after the termination of this Contract.

X. SEVERABILITY

If any provision of this Contract shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Contract is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

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XI. ACCEPTANCE

The Client hereby affixes signature in conformity with the entirety of this Contract.

CLIENT:

_____ Date: _____

CONTRACTOR:

EMPOWERING ENTREPRENEURS DBA WE EMPOWER TEAM

_____ Date: _____