
A PLUS VIRTUAL ASSISTANCE

**PROJECT AGREEMENT
Statement Of
General Terms and Conditions**

Confidentiality

It is understood that in the performance of duties by Donna Elliott, d.b.a. A Plus Virtual Assistance, that I will obtain information about both the client and their customers/clients, and that such information may include financial data, client lists, statements and other confidential information. A Plus Virtual Assistance has a 100% confidentiality policy and at no time will violate this trust.

Independent Contractor

A Plus Virtual Assistance is hired as an independent contractor and is not eligible for any benefits, programs or tax withholding obligations on the part of the client.

Payment Policy

Payment for services will be due before project delivery. All payments will be sent in US funds by check or PayPal.com billing and payment services.

Pricing Policy

"Client Name, Company, Position" for the purpose of XXXXXXXXXXXXXXXXXXXX has retained A Plus Virtual Assistance. You will be billed a rate of **\$xx for the completion of xxx.**

Acceptance by Client

By signing below, Client hereby agrees to these general terms and conditions except as noted below:

EXCEPTIONS: _____

Name of Client

Date

Signature of Client

Donna L. Elliott

