



Virtual Assistant Services

Online and on time!

Virtual Assistant Services Registration Document and Contract Agreement

Please sign and return either by email or by Fax

Your Ref: **MAC001**
Name: Jo Bloggs
Company Name: Jo Bloggs Ltd
Company Address: Anystreet, Anytown, Anywhere, AB1 2CD
Telephone Number: 01234 456789
Mobile Telephone: 09870 654321
Payment Method: BACS
Payment Prepaid: £400
Contract Type: Retainer

Our Ref: **VSAMAC001**

This document is a binding agreement with the Client (see above) and Virtual Assistant Services (hereafter known as the "Supplier").

The Supplier agrees to provide the Client with services as requested, described and agreed by the Client, in a timely manner. The Client agrees to ensure that all information is provided to enable the Supplier to carry out duties as instructed.

Client agrees that all media sent will be returned to the Client via the same method unless requested differently. E.g. Secure 256-bit SSL, Special Delivery or Courier.

Client agrees to ensure initial payment to Supplier is forwarded prior to work commencing and to ensure prompt payment of subsequent invoices.


Prepaid fees are included, or have been forwarded via above payment method

NB: Initial hourly rates fees are required in advance, balance due at project completion or incremental payments subject to project length. Initial Retainer and Super Temp fees are due at project commencement, subsequent fees will be invoiced and are payable within 14 days of their issue. All Cheques are payable to Sharen Crane. Late payment fees will result in projects being delayed and may incur late payment fees.

Signed: **Jo Bloggs**
For: Client

Position held: **Director**

Date: **5 September 2008**

Signed: 
For: Virtual Assistant Services

Date: **5 September 2008**