# Virtual Assistant Contract Template

⚠️ Disclaimer: This template is provided for informational purposes only and does not constitute legal advice. Users should adapt it to their needs and consider consulting a licensed professional for specific legal requirements.

This Agreement is entered into between:

Client: [Client Name, Company, Address]

Virtual Assistant: [VA Name, Address]

1. Services: The VA agrees to provide [describe services].

2. Term: This Agreement begins on [start date] and continues until terminated by either party.

3. Payment: Client agrees to pay [rate/currency] on a [schedule]. Payments made via [method].

4. Confidentiality: Both parties agree to protect confidential information.

5. Intellectual Property: All work created under this Agreement belongs to the Client unless otherwise agreed.

6. Independent Contractor: The VA is not an employee. They are responsible for their own taxes and benefits.

7. Termination: Either party may end this Agreement with [X days] written notice.

8. Governing Law: This Agreement shall be governed by [jurisdiction].

Signed:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Client)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Virtual Assistant)