

Terms and Conditions

When you contract InDeed We Can to perform virtual office administration services you will be required to sign a full copy of our Client Service Agreement. This agreement will not lock you into a contract unless required and you may cancel at any time with seven days written notice.

SERVICE LOCATION

The Service to be provided under this Agreement shall be performed at VA Assistant's office.

SCHEDULE AND DAYS OFF

VA Assistant is available to provide virtual office administration services during business hours; Monday, Wednesday, Thursday and Friday 10am – 2pm, excluding public holidays. A surcharge of 10% for outside of these hours including weekend is applicable unless otherwise arranged.

PAYMENT FOR SERVICES

Client will pay VA Assistant for the virtual office administration services at a rate of \$45 per hour. Minimum charge is one hour unless otherwise arranged. This compensation shall be payable within seven (7) days on receipt of invoice. In the event that the client fails to make payments of any sum owing to InDeed We Can Limited on the due date, the client will pay interest on that overdue amount at the rate 2% per week from the due date of payment until payment in full is received.

InDeed We Can Limited reserves the right to review its rates of fees, commissions and disbursements at any time and such fees, commissions and disbursements will apply from the date of notification to the client.

TERMINATION

InDeed We Can Limited reserves the right to terminate the client's instruction at any time without notice. The client can terminate the VA Assistant virtual office administration services with 7 days written notice. The client hereby personally guarantees the due and punctual payment of all the client's obligations under this agreement.

NON-DISCLOSURE

VA Assistant shall not directly or indirectly disclose to any person other than a representative of Client at any time either during the term of this Agreement or following the termination or expiration thereof, any confidential or proprietary information pertaining to Client, including but not limited to customer lists, contacts, financial data, sales data, supply sources, business opportunities for new or developing business, plans and models, or trade secrets.

RELATIONSHIP OF PARTIES

It is understood by the parties that VA Assistant 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 VA Assistant.

WORK PRODUCT OWNERSHIP

Any works copyrighted, ideas, discoveries, inventions, patents, products, or other information (collectively, the "Work Product") developed in whole or in part by VA Assistant in connection with the Services shall be the exclusive property of the Client. Upon request, VA Assistant shall sign all documents necessary to confirm or perfect the exclusive ownership of the Client to the Work Product.

LIABILITY

VA Assistant will not be liable for loss, damage or delay of Client's project due to circumstances beyond Contractor's control. Such circumstances may include (but are not limited to) acts of God, public unrest, power outages, and inability to contact Client. In the event of such loss, damage or delay, VA Assistant will make every effort to notify Client immediately.

CONFIDENTIALITY

VA Assistant will not at any time or in any manner, either directly or indirectly, use for the personal benefit of VA Assistant, or divulge, disclose or communicate in any manner any information that is proprietary to the Client. VA Assistant will protect such information and treat it as strictly confidential. This provision shall continue to be effective after the termination of this Agreement. Upon termination of this Agreement, VA Assistant will return to Client all records, notes documentation and other items that were used, created, or controlled by VA Assistant during the term of this Agreement with the exception of items purchased by VA Assistant and not reimbursed by the Client.

SEVERABILITY

If any provision of this Agreement 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 Agreement 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.