VIRTUAL ASSISTANT FREELANCE CONTRACT

This Freelance Virtual Assistant Agreement is made November 10, 2026 between **Example Workshop LLC** (the "Client") and **Casey Morgan** (the "Assistant").

1. VA Services

The Assistant shall perform the following virtual assistant services: **Reconcile appointment records and prepare a monthly digest California work will be performed in the City of Los Angeles.**

Expected hours. Approximately **5 hours per week**, flexibly scheduled by the Assistant to meet Client's reasonable deadlines. Hours above the expected level require Client's prior written approval.

2. Fees and Time Tracking

Fixed fee. $1,280.00.

Invoices are payable within **45 days** after receipt.

Rush premium. 25% for same-day/after-hours urgent work.

3. Scope; No Regulated Services

Services are limited to administrative, scheduling, and general support tasks. The Assistant shall NOT: (a) provide legal, tax, accounting, financial, medical, or investment advice; (b) sign contracts on Client's behalf except under a specific written authorization; or (c) access Client's financial accounts beyond specifically delegated, limited permissions.

4. Access, Credentials, and Security

Client shall provide user-level credentials (not owner/admin unless strictly necessary). The Assistant shall use multi-factor authentication, a password manager, and a secured device for Client work. Credentials shall be revoked on termination. The Assistant shall promptly notify Client of any suspected security incident.

5. Independent Contractor

The parties intend to engage the Assistant for independent services. Applicable law and the actual working relationship determine worker status and any employment rights. The payee will supply the appropriate Form W-9 or applicable Form W-8 for its tax status. The payer will file and furnish Form 1099-NEC when required for the payment year.

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6. Term and Termination

Project-based. 14-day convenience termination; 10-day cure. On termination, the Assistant shall hand off open tasks, return Client materials, and delete Client credentials from personal devices within 5 business days.

7. Intellectual Property

Assignment. Work Product (documents, spreadsheets, organized files, SOPs drafted for Client) is Client's property upon payment in full (work-for-hire plus assignment backstop).

Pre-Existing IP (the Assistant's own SOPs, templates, and workflows) listed in Exhibit A.

8. Confidentiality

Strict confidentiality including personnel, financial, and customer data. **DTSA §1833(b) immunity notice** applies.

CA §16600 — no non-compete.

9. Limitation of Liability

No consequential damages. Cap 2× fees paid in prior 12 months.

10. General

Governing law CA. Mediation then AAA.Fee-shifting. Standard.

California worker status. The client will evaluate the actual working relationship. A service title, business form or written contract alone does not establish an exception to the California classification test. This agreement makes no representation that the freelancer has other clients, a separate business location or a particular license.

California engagement payment records

Client: Example Workshop LLC, 10 Sample Plaza, Denver, CO 80202, client@example.test. Freelancer: Casey Morgan, 20 Example Road, Aurora, CO 80012, casey@example.test.

Agreed services, rates and itemized values: Records reconciliation $800 and digest $480. Fixed total $1,280.. Payment method: Check mailed to the freelancer’s stated mailing address. The invoice and any earlier delivery-based payment date in this agreement control. After performance begins, the client will not make timely payment conditional on a discount, additional goods or services, or additional intellectual property rights.

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The client will provide a signed copy to the freelancer and keep the agreement for at least four years. Any longer retention required for this engagement remains in effect. The client will not discriminate or retaliate for exercising protected rights. This agreement preserves all applicable nonwaivable rights. **Los Angeles work contacts and records.** Client telephone: 213-555-0100. Freelancer telephone: 310-555-0120. Each party will keep the contract, payment records and other written or electronic records of compliance for at least four years. These agreed recordkeeping terms also apply when statutory coverage is uncertain.

Signatures

Client	Assistant
PRINTED NAME	PRINTED NAME
SIGNATURE	SIGNATURE
DATE	DATE

Exhibit A — Pre-Existing IP

Item	Description	Owner

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