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**

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.

9. Limitation of Liability

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

10. General

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

Signatures

Client	**Assistant**
_____	_____
PRINTED NAME	PRINTED NAME
_____	_____
SIGNATURE	SIGNATURE
_____	_____
DATE	DATE

Exhibit A — Pre-Existing IP

Item	Description	Owner

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