



Business Development Rep Agreement

Proposal

- 1 Time Set Up Fee \$1500
- \$2400 Monthly Payroll Fee
- No Long Term Agreement (30 Day Notice to Cancel)
- Weekly Payroll for BDR
- Weekly Payroll Report for Client
- Monthly Payroll Fee to bill each time escrow value gets under \$100
- **Total Payment Due \$3900**

Terms and Conditions

This work for Hire Agreement (“Agreement”) is made on _____ 2022 ,
between Service Provider and Client. In this Agreement, the party who is
contracting to receive the services shall be referred to as the “Client” and the
party who will be providing the services shall be referred to as the “Service
Provider”.

1. DESCRIPTION OF SERVICES.

Beginning on _____ 2022 , Service Provider will provide the services as
laid out in this proposal (collectively, the “Services”).

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2. SERVICE LOCATION.

The Service to be provided under this Agreement shall be performed at the Service Provider's place of business.

3. SCHEDULE AND DAYS OFF.

Service Provider Assistance is generally available to provide Services during normal business hours. Monday – Friday 8am – 5pm CST or ET, excluding national holidays.

Note: For VAs in other time-zones, it makes sense to specify what the expected working hours will be, and your policy for vacation, holidays, and sick days.

4. PAYMENT FOR SERVICES.

Client will pay compensation to the Service Provider for the Services as described in the proposal section above. This compensation shall be payable and due upon receipt of invoice.

5. TERM/TERMINATION.

Either party may terminate this agreement upon 30 days written notice to the other party. Provided, however, that each party may terminate the Agreement immediately without prior notice in the event of a breach of this Agreement by the other party. Upon Termination, Service Provider shall invoice Client for any payment due, and payment will be due immediately upon receipt. All reconciliation costs to be settled

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6. NON-DISCLOSURE AND NON-SOLICITATION.

Service Provider 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. Furthermore, Service Provider agrees that during the term of this Agreement, and for 2 years following the termination of this Agreement, Service Provider shall not directly or indirectly solicit or attempt to solicit any customers or suppliers of Client other than on behalf of client himself.

7. RELATIONSHIP OF PARTIES.

It is understood by the parties that the Service Provider 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 of the Service Provider.

8. WORK PRODUCT OWNERSHIP.

Any works copyrighted, ideas, discoveries, inventions, patents, products, or other information (collectively, the "Work Product") developed in whole or in part in Service Provider in connection with the Services shall be the exclusive property of the Client. Upon request, the Service Provider shall sign all

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documents necessary to confirm or perfect the exclusive ownership of the Client to the Work Product.

9. LIABILITY.

Service Provider 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, the Service Provider will make every effort to notify the Client immediately.

10. CONFIDENTIALITY.

Service Provider will not at any time or in any manner, either directly or indirectly, use for the personal benefit of Service Provider, or divulge, disclose or communicate in any manner any information that is proprietary to the Client. Service Provider 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, Service Provider will return to Client all records, notes documentation and other items that were used, created, or controlled by Service Provider during the term of this Agreement with the exception of items purchased by Service Provider and not reimbursed by the Client.

11. SEVERABILITY.

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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.

Date: _____

Signature: _____

Printed Name: _____

Company Name: _____

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