

VIRTUAL ASSISTANT SERVICES AGREEMENT

Location: _____ Date: _____

PARTIES:

Client Name: _____

Client Address: _____

Virtual Assistant Name: _____

Virtual Assistant Address: _____

1. SERVICES

The Virtual Assistant agrees to provide virtual assistance services as detailed in Schedule A attached hereto and incorporated herein by reference (the "Services"). The Virtual Assistant shall perform the Services professionally and in accordance with applicable laws, regulations, and best practices.

2. TERM

This Agreement shall commence upon execution by both parties and shall continue until terminated by either party as provided in Section 8.

3. FEES AND PAYMENT

The Client agrees to pay the Virtual Assistant the fees set forth in Schedule B attached hereto and incorporated herein. Payments shall be made within the timeframe specified in Schedule B. Late payments shall incur interest at the statutory rate.

4. INDEPENDENT CONTRACTOR

The Virtual Assistant is engaged as an independent contractor. Nothing in this Agreement shall create an employer-employee relationship, partnership, or joint venture between the parties. The Virtual Assistant is solely responsible for all taxes and insurance.

5. CONFIDENTIALITY

Each party agrees to keep confidential all non-public information received from the other party and to use such information solely for purposes of performing this Agreement. This obligation shall survive termination of this Agreement.

6. INTELLECTUAL PROPERTY

All intellectual property, materials, and work product developed by the Virtual Assistant pursuant to this Agreement shall be the sole property of the Client upon full payment. The Virtual Assistant waives any moral rights to such work product.

7. DATA PROTECTION

Both parties shall comply with applicable data protection legislation including the UK Data Protection Act 2018 and the UK GDPR. Personal data shall be processed lawfully, fairly, and transparently in connection with this Agreement.

8. TERMINATION

Either party may terminate this Agreement by providing written notice to the other party with at least 14 days' notice. Termination shall not affect obligations accrued prior to termination.

9. LIABILITY AND INDEMNITY

The Virtual Assistant shall perform the Services with reasonable care but shall not be liable for indirect or consequential losses. The Client agrees to indemnify and hold harmless the Virtual Assistant against any claims arising from the Client's instructions or use of Services.

10. GOVERNING LAW AND JURISDICTION

This Agreement shall be governed by and construed in accordance with the laws of England and Wales. The parties submit to the exclusive jurisdiction of the courts of England and Wales for any disputes arising out of or in connection with this Agreement.

11. ENTIRE AGREEMENT

This Agreement, including all Schedules attached hereto, constitutes the entire agreement between the parties and supersedes all prior agreements or understandings, whether written or oral, relating to the subject matter hereof.

12. AMENDMENTS

No amendment or variation of this Agreement shall be effective unless it is in writing and signed by or on behalf of both parties.

13. SEVERABILITY

If any provision of this Agreement is held to be invalid, illegal or unenforceable, the remaining provisions shall remain in full force and effect.

14. NOTICES

All notices under this Agreement shall be in writing and shall be deemed duly given when delivered personally, sent by registered post, or by email to the addresses specified above or such other address as either party may notify to the other.

CLIENT'S SIGNATURE

VIRTUAL ASSISTANT'S SIGNATURE

Signature: _____

Signature: _____

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