

Your Virtual Services
PO Box 704
Brandon, SD 57005
(605) 691-3834

Project Service Agreement

This Agreement ("Agreement") commences on April 1, 2015 between **Client's name** ("Client") and **Your Virtual Services** ("Contractor").

1. Scope of Services: The Contractor agrees to provide the following service(s) to the Client:

- Tentative Telesummit Date – August 3 – 21
- Manage speakers - bio, headshot, description, offer link
- Set up 9 events via InstantTeleseminar with audios pre-recorded and then run on autopilot the day of event, also includes any basic editing, if needed
- Set up telesummit sales page and integrate with shopping cart
- Set up affiliate program for speakers
- Set up campaign emails via Mailchimp - approximately 35-40 emails for telesummit
- Set up sales page for telesummit recordings and integrate with shopping cart
- Set up sales page for the two programs you will offer at the end of telesummit and integrate with shopping cart
- Schedule social media posts in Hootsuite
- Verify recordings are running as scheduled for each event
- Planning meetings during entire project - estimate 6-8 meetings
- One header graphic for the event

Service will commence on **April 1, 2015** and be completed no later than **August 31, 2015** for the amount of **\$xxx**

The Client agrees to supply the Contractor with all necessary data and information within 24-48 hours of the Contractor's written request via email to complete the project.

Although every effort will be made by both Contractor and Client to meet this deadline, this is an estimated date of completion, contingent on the Client supplying all pertinent information in a timely manner as promised. Furthermore, if unforeseen complications such as illness, emergency, system failure, power outages, acts of God, or failure of third parties not bound by this contract but involved in this project occur, the party unable to meet the agreed deadline (Contractor or Client) will notify the other immediately and in a timely manner, and both will work together to adjust revision or completion dates as necessary or terminate the Project Service Agreement.

Initia _____

2. Deliverables: Completed project will be delivered via email/cloud-based storage based on the pre-determined timeline. Confirmation of receipt and acceptance of the project via email will be made within 24-48 hours by the Client or this Project Service Agreement becomes null .

Initia _____

3. Changes and revisions: If any request for revision is not made by the Client within 24-48 hours of delivery, the project shall be deemed complete and satisfactory, and all further work on

the project shall generate extra charges and/or extended deadline dates at the discretion of the Contractor.

4. Payment: The Client agrees to pay the Contractor 50% of the amount in order to secure the agreed upon date of the event and to begin work on the project. The balance of the amount will be paid promptly at the end of the project.

Payment may be made via Intuit's Payment Network or PayPal to **Mimi@YourVirtualServices.com** or you may send a cashiers check or money order made out to Your Virtual Services to the above address.

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3. Work Ownership: Any material resulting from work that the Contractor has performed shall remain the property of the Client as "made-for-hire". The Contractor may use certain material for reference or for their portfolio but not without first obtaining the Client's consent in writing via email.

4. Confidentiality and Non-Disclosure: During the term of this Agreement, and thereafter for a period of 2 years, the Contractor will not at any time or in any manner, whether directly or indirectly, use the information for personal benefit: Neither will the Contractor divulge, disclose, or communicate any information obtained from the Client unless required to do so by law: Neither may the Contractor disclose or communicate any confidential or proprietary information pertaining to the Client, including but not limited to trade secrets, customer lists, contacts, financial data, sales data, supply sources, business opportunities for new or developing business, plans and models, or trade secrets unless required to do so by law.

The Contractor may use specific Project information as part of her portfolio, but only if she seeks the Client's permission in advance, and the Client agrees to each specific request in wri

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5. Associates/Independent Contractors: The Client understands and agrees that the Contractor may use the services of her associates or independent contractors. Further, the Contractor's associates or independent contractors, who perform services for the Client under this agreement, shall also be bound by the provisions of this Agreement.

Initia _____

6. "Rush" jobs; delivery date changes; overtime: The Client understands and agrees that the Contractor may at her discretion charge 30% extra if this project becomes due on a weekend/necessitates overtime hours due to extra parameters being added or dates being advanced. The Contractor retains the right to terminate the project or charge an extra fee of 30% should the due date be arbitrarily advanced by the Client.

Any work not mentioned in this Project Service Agreement that is assigned after acceptance will automatically incur extra charges and necessitate a separate Project Services Addendum.

7. Termination of Agreement: Either party may terminate the Agreement upon 30 days written notice to the other. If termination comes after work has been started, the Client will be held responsible for time spent on the cancelled project and Contractor will be required to submit partially completed work to Client. Payment will be due immediately.

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8. Entire Agreement: This Agreement contains the entire agreement of both the parties pertaining to the Services set out in clause **1. Scope of Services**, and there are no other promises of conditions in any other agreement, whether oral or written.

Both parties acknowledge having read and understood this agreement, and both agree to abide by the terms and conditions contained within this document.

Client:

Company:

Address:

Date:

Signature: _____

Contractor:

Company: Your Virtual Services

Address: PO Box 704, Brandon, SD 57005

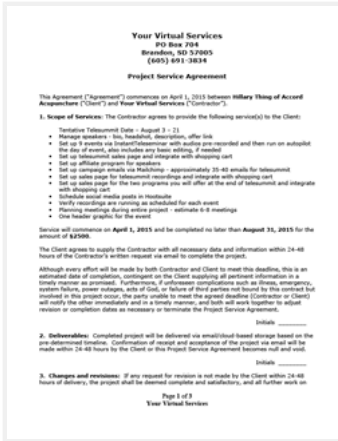
Date:

Signature: MR. Klout _____

Telesummit Agreement







Adobe Document Cloud Document
History

April 06, 2015



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