

Virtual Assistant Contract Agreement

Name::

Address:

Telephone Number:

Mobile Number:

Contract Type:

This document is a binding virtual assistant contract agreement between (Name of Client) and (Name of the Service Provider).

Services to Be Provided: The **Virtual Administrative Assistant** (VA) will perform administrative works to the client during the length of the contract. The VA will also provide blog management and advisory services to the client when requested.

Payment for Services: The client will pay compensation to the VA for the services based on (fee amount). This payment will be payable and due upon receipt of invoice. Accepted payments will be through PayPal, Checks, or Western Union.

Terms of Agreement: This letter of agreement will be effective _____, 2012.

Signatures:

Name of Client:

Date Signed:

Name of Virtual Assistant Provider:

Date Signed: