

Izzy Wizzy



Good old fashioned secretarial values delivered
with modern day speed and efficiency.



Client agreement

In this agreement, the party who is contracting to receive the services shall be referred to as the 'client' and the party providing the services shall be referred to as the 'service provider'.

This agreement becomes legally binding when the client signs this client agreement form or instructs me by email to start work.

Description of services

Beginning on the start date agreed in schedule one of this agreement, the service provider will provide the services also described in schedule one.

Service location

The service to be provided under this agreement shall be performed at the service provider's place of business.

Schedule and days off

The service provider is generally available to provide services during normal business hours, Monday to Friday, excluding UK national holidays.

Payment for services

The client will pay the service provider for the services at the rate agreed in schedule one of this agreement. Payment must be made upfront by bank transfer and will be due within seven days of the receipt of the invoice.

Term and termination

Either party may terminate this agreement upon written notice of one month to the other party. However, each party may terminate the agreement immediately without prior notice in the event of a breach of this agreement by the other party.

Non-disclosure and non-solicitation

The service provider shall not directly or indirectly disclose to any person other than a representative of the 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 the 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, the service provider agrees that during the term of this agreement for two years following the termination of this agreement, the service provider shall not directly or indirectly solicit or attempt to solicit any customers or suppliers of the client other than with the permission of the client.

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.

Work product ownership

Any works copyrighted, ideas, discoveries, inventions, patents, products, or other information developed in whole or in part by the service provider in connection with the services shall be the exclusive property of the client. Upon request, the service provider shall sign all documents necessary to confirm the exclusive ownership of the client to the work product.

Liability

The service provider will not be liable for loss, damage or delay of the client's project(s) due to circumstances beyond the service provider's control. Such circumstances may include (but are not limited to) acts of God, public unrest, power outages, and inability to contact the client. In the event of such loss, damage or delay, the service provider will make every effort to notify the client immediately.

Confidentiality

The 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. The 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, the service provider will return to the client all records, notes, documentation and other items that were used, created, or controlled by the service provider during the term of this agreement with the exception of items purchased by the service provider and not reimbursed by the client.

Schedule one

The Service Provider is Toni Louise Abram, proprietor of Izzy Wizzy. The information provided in the client agreement form below by the client defines the following terms within this agreement:

- a) Client name and job title
- b) Organisation name (where applicable)
- c) Client address
- d) Client email address
- e) The agreed hourly rate in UK pounds sterling
- f) The description of the services

Client agreement form

Please read the client agreement above before completing this form to indicate your agreement to its terms.

Full name

Job title

Organisation name

Address (Full address for invoicing purposes)

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.....

Email

The agreed hourly rate or day rate (£)

The agreed services

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.....
.....

Signature

I confirm that I have read the client agreement and that I am authorised to sign this agreement either myself or on behalf of my organisation.

I understand that my signature and submission of this form confirms my acceptance of the terms of the client agreement on behalf of myself or the organisation I work for.

The service provider agrees for its part to be bound by the terms of this client agreement from the point at which the other party receives email confirmation that this form has been successfully submitted.

**If a confirmation email is not received within 24 hours, please contact
info@izzywizzyva.org.**