

ASSISTANT SERVICE AGREEMENT

Location: _____ Date: _____

Assistant Information:

Full Name: _____

Government ID / Driver License No.: _____

Address: _____

Phone/Email: _____

Client Information:

Full Name: _____

Government ID / Driver License No.: _____

Address: _____

Phone/Email: _____

Service Description:

The Assistant agrees to provide professional assistance services to the Client, as described herein, including but not limited to administrative support, scheduling, communication facilitation, and other reasonable tasks as requested by the Client within the scope of this Agreement.

Term of Agreement:

This Agreement shall commence upon execution by both parties and shall continue until terminated by either party upon written notice to the other, subject to the terms and conditions herein.

Compensation and Payment Terms:

Rate of Payment: _____ USD per hour

Payment Method and Schedule: _____

Clause 1 – Services Provided

The Assistant shall perform the services described in this Agreement with due diligence and to the best of their abilities, adhering to all applicable professional and legal standards.

Clause 2 – Independent Contractor Status

The Assistant is an independent contractor and is not an employee, partner, or co-venturer of the Client. Nothing in this Agreement shall be construed to create any agency, partnership, joint venture, or employment relationship.

Clause 3 – Confidentiality

The Assistant agrees to keep confidential all information obtained during the course of performing services under this Agreement and shall not disclose such information to any third party without the Client's prior written consent, except as required by law.

Clause 4 – Termination

Either party may terminate this Agreement at any time by providing written notice to the other party. Upon termination, the Assistant shall provide a final invoice for services rendered up to the termination date.

Clause 5 – Indemnification

Each party agrees to indemnify, defend, and hold harmless the other party from and against any and all claims, losses, liabilities, damages, costs, and expenses arising out of or related to breach of this Agreement or gross negligence or willful misconduct.

Clause 6 – Limitation of Liability

Neither party shall be liable to the other for any indirect, incidental, consequential, special, or punitive damages arising out of this Agreement.

Clause 7 – Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the United States and the applicable state law where the Client resides, without regard to conflict of law principles.

Clause 8 – Dispute Resolution

Any dispute arising out of or relating to this Agreement shall be resolved first through good faith negotiations. If unresolved, the parties agree to submit to binding arbitration in accordance with the rules of the American Arbitration Association.

Clause 9 – Entire Agreement

This Agreement constitutes the entire understanding between the parties with respect to the subject matter hereof and supersedes all prior discussions, agreements, or understandings of any kind.

Clause 10 – Amendments

No amendment, modification, or waiver of any provision of this Agreement shall be effective unless in writing and signed by both parties.

Clause 11 – Notices

All notices required or permitted under this Agreement shall be in writing and shall be deemed delivered when delivered by hand, certified mail return receipt requested, nationally recognized overnight courier, or electronic means confirming transmission.

Clause 12 – Severability

If any provision of this Agreement is held to be invalid or unenforceable, such provision shall be severed and the remainder of the Agreement shall remain in full force and effect.

Clause 13 – Waiver

No waiver of any breach of this Agreement shall be deemed a waiver of any subsequent breach.

Clause 14 – Assignment

Neither party may assign or delegate any rights or obligations under this Agreement without the prior written consent of the other party.

Clause 15 – Counterparts; Electronic Signatures

This Agreement may be executed in counterparts, each of which shall be deemed an original. Electronic signatures shall be deemed valid and binding.

Clause 16 – Compliance with Laws

The Assistant agrees to comply with all applicable federal, state, and local laws, rules, and regulations in performing services under this Agreement.

Clause 17 – Non-Solicitation

During the term of this Agreement and for a period of one year after termination, the Client agrees not to solicit or hire any employee or contractor of the Assistant without prior written consent.

Clause 18 – Force Majeure

Neither party shall be liable for any failure or delay in performance due to causes beyond its reasonable control, including acts of God, natural disasters, government action, or labor disputes.

Clause 19 – Relationship of Parties

The parties acknowledge that no joint venture, partnership, or agency relationship exists between them.

Clause 20 – Signatures

The parties have executed this Agreement as of the date first written above, intending to be legally bound.

ASSISTANT'S SIGNATURE

CLIENT'S SIGNATURE

Signature: _____

Signature: _____

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