



**Nancy A. Brown, Owner**  
**WORK FOR HIRE AGREEMENT**

This Work for Hire Agreement ("Agreement") is made this day \_\_\_\_\_, 2008, between **Nancy A. Brown, Owner of Virtual Gal Friday**, having it's principal place of business at **1065 County Road 91, Bishop, TX 78343 USA** and

Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State/Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_

In this Agreement, the party who is contracting to receive the services shall be referred to as the "Client" and the party who will be providing the services shall be referred to as the "Contractor".

**1. DESCRIPTION OF SERVICES.** Beginning on \_\_\_\_\_ - Contractor will provide the following services (collectively, the "Services"):

**Medical Virtual Office Management (including):**

- 1. Medical Coding/Billing
- 2. Patient Scheduling
- 3. Calendar Management
- 4. Telephone Answering
- 5. Appointment Confirmations
- 6. Other Administrative Duties that might arise.

**PAYMENT FOR SERVICES. Monthly Retainer: (select one)**

**MVOA 10 - 10 Hours Per Month \$350**

**MVOA 30 - 30 Hours Per Month \$1050**

**MVOA 15 - 15 Hours Per Month \$525**

**MVOA 40 - 40 Hours Per Month \$1400**

**MVOA 20 - 20 Hours Per Month \$700**

**Additional Service (one time fee):**

**EMR SET UP - ONE TIME FEE - INCLUDES: Webhosting with IP address & SSL Secure Certificate cost for 1 year – Domain Name of Your Choice – Wholesale price to Virtual Gal Friday clients only: \$200.00**

- a) Client will pay [REDACTED] compensation to Contractor for the Services based on selection above to initiate this contract, which represents work from:
  - o Start Date: [REDACTED] to [REDACTED] of this year.
- b) Monthly payments are retainer payments and paid upfront each month. **Contract retainer payments are non-refundable. NO EXCEPTIONS.**
- c) **Client will pay full retainer fee each month; plus overages.**
- d) All months after the initial month will include any previously authorized expenses, and overages.
- e) Contractor will notify client of possible overages and wait for authorization to exceed approved hours if needed. Overages will be billed at the same hourly rate as set forth in the agreement.
- f) Client will reimburse contractor for approved expenses – such as postage, paper, envelopes, long distance, etc.

**3. SUBCONTRACTORS.** Contractor may utilize the services of other virtual assistants. These other virtual assistants will be called 'subcontractors' in this agreement. All subcontractors hired by Contractor to assist in performing the tasks and duties shall be the financial responsibility of Contractor unless specifically indicated otherwise in an agreement signed by all parties.

a. **Clients Relationship with Subcontractors.**

- a) Please do not speak directly with the subcontractors about compensation, invoices, timesheets or new work projects. Anything in that regard needs to be directed to Contractor.

**3. TERM/TERMINATION.** This Agreement may be terminated by either party upon 10 days written notice to the other party. Email is acceptable.

**4. RELATIONSHIP OF PARTIES.** It is understood by the parties that Contractor is an independent contractor with respect to Client and not an employee of Client. Client will not provide fringe benefits, including health insurance benefits, paid vacation, or any other employee benefit, for the benefit of Contractor.

**5. WORK PRODUCT OWNERSHIP.** Any copyrighted works, or other ideas, discoveries, inventions, patents, products, computer code or other information (collectively, the "Work Product") developed in whole or in part by Contractor in connection with the Services shall be the exclusive property of Client. Upon request, Contractor shall sign all documents necessary to confirm or perfect the exclusive ownership of Client to the Work Product.

**6. CONFIDENTIALITY.** Contractor will not at any time or in any manner, either directly or indirectly, use for the personal benefit of Contractor, or divulge, disclose, or communicate in any manner any information that is proprietary to Client. Contractor 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, Contractor will return to Client all records, notes, documentation and other items that were used, created, or controlled by Contractor during the term of this Agreement.

**7. ENTIRE AGREEMENT.** This Agreement and the aforementioned Non Disclosure Agreement contain the entire agreement of the parties, and there are no other promises or conditions in any other agreement whether oral or written.

**8. SEVERABILITY.** If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable,

but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

**Party contracting services:**

**Printed Name:** \_\_\_\_\_

**By:** \_\_\_\_\_

*Signature & Date – by signing this agreement I am stating that I have read and fully understand and agree with all terms.*

**Service Provider:**

Printed Name: \_\_\_\_\_ **Nancy A. Brown** \_\_\_\_\_

By: *Nancy A. Brown* \_\_\_\_\_ Monday, October 27, 2008 \_\_\_\_\_