

Virtual Assistance (VA) By RSA Solutions

Your Trusted Partner in Virtual Assistance

Engagement:

The "Client" agrees to engage the services of RSA Solutions, Inc. for the provision of full time (40 hours / week) virtual assistant services as outlined in the agreed-upon scope of work. The recruitment team commits to providing qualified virtual assistants to fulfill the specified tasks.

Service Duration:

The engagement period shall commence on the mutually agreed "Start Date" and will continue until terminated as per the terms of this agreement.

Termination of Contract:

Either party may terminate this contract with a written notice of not less than 7 days. Termination notification should be emailed to sarah@rsasolutions.com.

Responsibilities Upon Termination:

Upon termination, the virtual assistant shall cease all tasks for the client and return any client property or information in their possession. The client agrees to settle any outstanding payments for services rendered up to the termination date.

Confidentiality:

The virtual assistant shall maintain strict confidentiality regarding any client-related information and shall not disclose such information to third parties. The client acknowledges the sensitivity of certain tasks and agrees to provide necessary guidelines for data protection.

Payment and Billing:

A one-time onboarding fee of \$300 and a \$300 services deposit is collected to start the process. Automatic weekly billing will be accompanied with weekly progress report. Standard rate of \$8 / hour based upon 40-hour week.

Replacement of Virtual Assistants:

In the event that the client is dissatisfied with a virtual assistant, a replacement can be requested. Submit such requests to sarah@rsasolutions.com

Scope of Work:

The client shall clearly define the tasks and responsibilities for the virtual assistant to ensure alignment with expectations. Any changes to the scope of work must be communicated and agreed upon by both parties. Please submit such requests to sarah@rsasolutions.com

By submitting this form, you have agreed to these Terms & Conditions ~ This agreement shall be governed by and construed in accordance with the laws of Missouri.