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## CONFIDENTIALITY AGREEMENT

**AGREEMENT** dated

**BETWEEN**

**(A) LIMITED**  
(the supplier and recipient)

and

**(B) YOUR VIRTUAL ASSISTANT**  
(the recipient and supplier)

**WHEREAS:**

1. The supplier and the recipient are entering into discussions regarding their businesses.
2. During the course of the discussion the parties acknowledge that it may be necessary to exchange appropriate commercial or proprietary information.

The recipient agrees as follows:

- (a) not to photocopy or duplicate in any fashion any documents or records supplied.
- (b) to request further copies from the supplier should they be required.
- (c) to return any and all copies to the supplier on demand.
- (d) not to disclose any of the information given, in any form, to any other person.
- (e) Not to use for your own benefit any of the information provided, unless in co-operation with the supplier.

All rights and obligations imposed on the parties hereto by this Agreement will expire two (2) months from the effective date hereof.

**SIGNED** by

Owner

Justine Tatt, Your Virtual Assistant

**SIGNED** by .....