

# Ambitiously Unique Administrative Assistant Team

[Print Company Name] \_\_\_\_\_

[Print Client Name] \_\_\_\_\_ [Date] \_\_/\_\_/\_\_\_\_

[AUAAT Signature] \_\_\_\_\_ [Date] \_\_/\_\_/\_\_\_\_

Date Contract Start \_\_/\_\_/\_\_\_\_ Date Contract End \_\_/\_\_/\_\_\_\_ Plan \_\_\_\_\_

Payment \$\_\_\_\_. \_\_\_\_ Payment Made – Monthly \_\_ Bi-Weekly \_\_ Weekly \_\_ Total Pay \$\_\_\_\_. \_\_\_\_

## Clients Contract Agreement

I \_\_\_\_\_ owner of \_\_\_\_\_ have read over Ambitiously Unique Administrative Assistant Team company policies, requirements, terms, and recommendations and agree to them when it comes to teaming up with their company to help with building and expanding my business with the necessary business tools for the limited time of the \_\_\_\_\_ contract plan that I have agreed upon and chosen. I understand the business stated above is my business and mine alone, and Ambitiously Unique Administrative Assistant Team is not to make any official changes, creations, or start-ups without my signature of approval on that change, creation, and/or start-up. All and all my approval is the authorization of any movement that may happen with my business. AUAAT is only here to help with the business tools in success by providing the assigned tasks and tools for my business. I also understand that I must work with AUAAT to receive the help that is needed in expanding my business. If I fail to follow the rules of this contract package plan I can be terminated and only the work that I have already signed off on with payments will be mine to keep, all other plans that my contract holds will be canceled and terminated. \_\_\_\_\_ is my business and I agree to work in a business manner during regular business hours as well as keep, cancel, or reschedule any meetings made while doing business with Ambitiously Unique Administrative Assistant Team. As we team up for the betterment of success with my business. By signing this form, you are agreeing to it as well as the contract package forms with your signature on them as well.

\_\_\_\_\_  
Clients Signature

\_\_\_\_\_  
Date \_\_/\_\_/\_\_\_\_

\_\_\_\_\_  
AUAAT Notes

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