

IE-SGAbv05

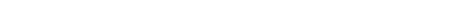
Secretary or administrative assistant: terms and conditions

[illegible]

2.3. The Contractor may:

[illegible]

6. Termination

6.1.  .

[illegible]

7. Entire understanding

.....





,,
,















8. Value Added Tax

..... [..... /
..... :].

9. Miscellaneous matters

[illegible]

9.2.  , 

 .

9.3.  ,  ,  , 
 , 



 .  , 

 .

Explanatory notes:

Secretary or administrative assistant: terms and conditions

General notes:

- [illegible]

Paragraph specific notes:

Note: numbering refers to paragraph numbers.

- [illegible]

.....
.....

3. The rate of remuneration and hours to be worked

This paragraph is something of a menu. Decide what are your terms and select or edit to fit what you want. The terms are flexible
..... ,
..... ,

4. Confidentiality

You may not need this paragraph at all. We have included it because a business has so many secrets which could easily be stolen that some safeguard is sensible.
.....
..... “ ”
..... .

5. Limitation of liability

As drawn, the contractor's liability is very limited. The extent to which he is able
.....
..... .

It is likely that a client will
..... .

By all means edit as you require.

6. Termination

This paragraph deals with the typical terms of termination
.....
..... ,
..... .

7. Entire understanding

This paragraph prevents a
..... .

We suggest no edits.

8. Value added tax

We make clear that the contractor is self
..... ?
..... ,

Clients

9. Miscellaneous matters

[illegible]

End of notes