

AMF Typing Services cc® • South Africa • Est 2001
Tavasa • South Africa • Est 2008
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The first VA within SA to become VACertified (worldwide)
The first VA in SA to be Awarded a VAaccolade October 2008 (worldwide)
The first VA in SA as a Nominee for the 2010 Thomas Leonard International VA of Distinction Award (OIVAC – worldwide)
First SA VA Winner of the 2010 Afrivan VAimpact Achievement Award (worldwide)



Terms and Conditions:

On behalf of AMF Typing Services:

1. **Description of Services.** Virtual Office offering Office Administration, Typing Services and Word Processing Services.
2. **Service Location.** The service to be provided under this Agreement shall be performed at AMF Typing Service's office of business (Ouklip Road, Roodekrans, Roodepoort, Gauteng, 1724, South Africa).
3. Our company is available: Monday to Friday from 8am to 5pm, we can be contacted telephonically at any time for advice or assistance. We are available for urgent work. The service provided by AMF Typing Services can be made on a regular, an as and when basis, retainer basis, package base, etc and will remain flexible in order to accommodate both parties. AMF Typing Services will at all times endeavor to accommodate the clients' needs in this manner.
4. **Payment for Services.** Client will pay compensation to AMF Typing Services for the Services at the rate provided. Payment for the service provided is due within 10 days upon submission of an invoice, which will be supplied upon completion of the agreed work. Payment terms can be adjusted to monthly terms upon agreement by AMF Typing Services. Some services will require a deposit of 50% payment before work will begin (this will be discussed with client).
5. **Term/Termination.** Either party may terminate this Agreement upon 10 days written notice to the other party. Provided, however, that each party may terminate the Agreement immediately without prior notice in the event of a breach of this Agreement by the other party. Upon Termination, AMF Typing Services shall invoice Client for any payment due, and payment will be due immediately upon receipt.

6. **Non-Disclosure and Non-Solicitation.** AMF Typing Services shall not directly or indirectly disclose to any person other than a representative of Client at any time either during the term of this Agreement or following the termination or expiration thereof, any confidential or proprietary information pertaining to Client, including but not limited to customer lists, contacts, financial data, sales data, supply sources, business opportunities for new or developing business, plans and models, or trade secrets. Furthermore, AMF Typing Services agrees that during the term of this Agreement, and for 2 years following the termination of this Agreement, AMF Typing Services shall not directly or indirectly solicit or attempt to solicit any customers or suppliers of Client other than on behalf of client themselves.
7. **Relationship of Parties.** It is understood by the parties that AMF Typing Services is an independent contractor with respect to the Client and not an employee of the Client. The Client will not provide fringe benefits, or any other employee benefit, for the benefit of the AMF Typing Services.
8. **Work Product Ownership.** Any works copyrighted, ideas, discoveries, inventions, patents, products or other information (collectively, the "Work Product") developed in whole or in part by AMF Typing Services in connection with the Services shall be the exclusive property of the Client. Upon request, AMF Typing Services shall sign all documents necessary to confirm or perfect the exclusive ownership of the Client to the Work Product.
9. AMF Typing Services will not be liable for loss, damage or delay of Client's project due to the circumstances beyond control. Such circumstances may include (but are not limited to) acts of God, public unrest, power outages and inability to contact Client. In the event of such loss, damage or delay, AMF Typing Services will make every effort to notify client immediately. In the event of AMF Typing Services not being able to accommodate the time frames/deadlines agreed upon, because of circumstances beyond AMF Typing Services control, we will contact you to renegotiate times, and let you know of problems, ahead of time. (Example Electrical Power Cuts in area). In the unlikely event that work is carried out to an unsatisfactory standard and is found to be at the fault of the AMF Typing Services, AMF Typing Services cc agrees to recreate work without charge.
10. AMF Typing Services will not at any time or in any manner, either directly or indirectly, use for the personal benefit of AMF Typing Services or divulge, disclose or communicate in any manner any information that is proprietary of the Client. AMF Typing Services 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, AMF Typing Services will return to Client all records, notes, documentation and other items that were used, created, or controlled by AMF Typing Services during the term of this Agreement with the exception of items purchased by AMF Typing Services and not reimbursed by the Client.
11. 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

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