



## Fees & Policies

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Below is a detailed list of Online Virtual Office Solutions work policies for your information. This is not a contract and by signing below does not commit you to anything, it simply tells me that you understand my policies and work procedures. Please take a moment to read through the information, sign and date on the bottom. If you have any questions please do not hesitate to contact me.

### **Our Partnership**

I am an independent business owner that pays my own taxes, provides my own benefits and works from my own office during set working hours. I partner “with you”; not work “for” you.

### **Confidentiality**

Any and all information shared with Virtual Business Solutions regarding yourself, your clients and your business is treated as confidential and therefore will never be released to a third a party.

### **Fees**

My Hourly rate of \$18.00 will be billed once a month and full payment is due upon receipt and before any project documents will be released. My rates will be invoiced and due upon receipt prior to commencing work. Rate prices may vary depending on the project, and/or agreement with the client, please see the rate page on our website [www.thetruckingva.com](http://www.thetruckingva.com)

### **Reimbursable Expenses**

Occasionally when working on a project I incur expenses, on the client’s behalf, that will be billed at cost and added to your monthly invoice. Examples of these expenses would include copies, specialty paper, postage and couriers.

### **Client Acceptance**

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**Dianna Lambert – Online Virtual Office Solutions**

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**[Full Name and Contractor Name]**

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**Date**

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**Online Virtual Office Solutions**

Lillian, Alabama United States 36549

Phone 251-279-8960

[www.thetruckingva.com](http://www.thetruckingva.com)