



Godsend

VIRTUAL
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Transcription

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Five Effective Virtual Assistant Contract Tips to Use on your Business

Coach Grace: Five effective Virtual Assistant Contract Tips that you can use for your business in hiring a virtual assistant

(Music..)

Coach Grace :

Are you ready to hire a virtual assistant but you don't know how to officially start it? Did you know that you need a contract in order to officially start working a relationship with a freelancer? In this video allowed me to show you five effective virtual assistant contract tips that you can use for your business in hiring a virtual assistant.

Hi there, my name is Grace and I am the CEO and owner of SURGE Digital Agency. We provide online courses, online services and online freelancing solutions to everybody around the world. So what is a virtual assistant contract?

A virtual assistant contract is a written legal agreement between the client and the VA or Virtual Assistant. This document should clearly emphasize terms like the client's expectation towards the VA, his or her services and the total number of hours expected from the virtual assistant to work. Furthermore, it should clearly state the grounds of termination and also the payment rate and method to be used in payments and other information.

The importance of a virtual assistant contract to your business is that virtual assistant contract legally binds a relationship between you and the virtual assistant. It makes expectations clear about both parties expectations as well as protecting both the clients and virtual assistant when this agreement arises.

Let's talk about the top three grounds in terms of providing an effective virtual assistant contract:

1. A virtual assistant contract helps in resolving disputes.

A mutual understanding between the client's expectations and the services that the VA must deliver is vital in attaining business growth. When the Virtual Assistant clearly understands the expected deliverables, it enables ownership of the responsibilities. Thus, allowing more efficient and productive outputs. If ever there's a conflict that might pop up along the way. The VA contract will be the guiding line between both the client and virtual assistant resolving any disagreements.

2. A virtual assistant contract protects your reputation.

Embracing a virtual assistant enables your business to scale up. Through a written agreement with details on what is expected from your virtual assistant in your training, SOP's and other information like pass maps will help the virtual assistant with the output that she or he needs to provide. This will protect the business from negative impact because the details on how things are done are exclusively in detail on written contract agreement. An excellent agreement with the virtual assistant educates the VA about the business information's confidentiality. It makes them aware of the things they're not supposed to do, the information that they are not allowed to share, and the level of the involvement they need to be just limited or have the scope and limitations when it comes to their hold in the business. Above all, when the relationship will end between you and the virtual assistant, it will prevent the VA from approaching other competitions and share your confidential data.

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3. A virtual assistant contract provides protection.

On top of what I already discussed earlier, that it's going to protect your reputation. A VA contract ensures that in case something unexpected happens to you and the working relationship that you have to your virtual assistant or supposing the VA is not delivering what is expected. You have a written agreement and signed proof that will cover all the possible causes of action. So, it's going to detail what are the precautionary measures or disciplinary measures that can happen if the expectations are not met.

Now the question is, ***what should be on a Virtual Assistant Contract?***

Here is a guide to dealing five must-haves before creating your virtual assistant contract:

1. It needs to have a Description of Services

It is vital to ensure that the virtual assistant understands why your business needs remote services. To do that, you must enumerate your business needs where the VA can help you with.

These can include: The very assistance that the virtual assistant needs to provide. It can be on a daily, weekly or monthly basis. The Number of required working hours. If they are working part time, it can be between 10 hours to 30 hours. If they are working on a full time basis, it can be under 40 hours. If they need to go more than 40 hours, you need to also ensure if ever they will go extra than the full time 40 hours weekly limit you need to also emphasize if they will be paid every extra hour that they're going to render or not. The Scope of work we're limited to the task or multiple tasks. You need to also describe or detail all of this information.

Besides, be specific in terms of your KPIs. When it comes to that KPIs, it needs to be discussed with your team members for your virtual assistant. It needs to be centered on them as well and not as you providing what are your expectations from them. It will play well with your company if it's generating ideas from them since they are a part of your team.

2. The second important factor that needs to be in your virtual assistant contract is the information on the payment terms.

There are two ways to charge the virtual assistant, either per hourly rate or it can be per project. It depends on your business capability. There are two ways to charge a virtual assistant, either per hour or per project. You can pay them every hour that they're working for you depending on the weekly limit or you can pay them one full month on a fixed rate every 40 hours they have rendered on a weekly basis. As the VA provides services for your business, in return it is your task to pay the agreed payment terms. In the VA contract, be sure to state the following specifications such as the rate of the payment, the payment method, the payment timeline, payment platform to be used and the invoice. Where they need to send the invoice before paying, is it gonna be via PayPal or a software or directly to your email. By stating these factors beforehand, you are making sure that there will be no conflict in the future about this matter.



3. That needs to be included in your virtual assistant contract is the termination clauses.

Educating your virtual assistant about termination grounds empowers to understand what are the expectations set before the job's onset. Highlighting this clause in the contract prevents the VA from manifesting conflict since it is well-explained in the agreement. On top of that, essential factors to include in the termination clause will consist of: Notice period like there needs to be two weeks notice or one month notice before you are going to fire or before they are officially out of the company or before they're officially resigned. And the handling of pending payments. If a dispute will arise, when they're officially resigned, will there be a two weeks probationary period before the whole payment is rendered or paid to the virtual assistant. So he or she can still ensure that they are training the one's that are coming in or have provided the deliverables that they are expected to do as they serve the final hours of their resignation or the contract with you.

4. That needs to be included in your virtual assistant contract are the Non-disclosure and Non-solicitation clauses.

In your virtual assistant contract it is obligatory to cover the following. This is because these clauses will prohibit your virtual assistant from using valuable data and information for personal advantage like getting log ins and using your email, your credit card information due to the liability of exposing your business while you provide data access to your virtual assistant. These clauses will hinder the virtual assistant from using your business data for competitions, new employment, or the VA's own business. This will also protect you as a business owner and to protect the brand.

5. That needs to be included in your virtual assistant contract are Other Clauses.

Other clauses that are important to include in the contract with your virtual assistant are schedule explanation and relationship agreement. Virtual assistant is very beneficial to both the client, you and your virtual assistant, it will help you manage expectations while it will guide the virtual assistant as well in the meeting of expectations you set beforehand. The five elements share on this video are vitals, since they allow the virtual assistant to have a clear guidance and understanding on those factors. Be sure to also add other clauses that are important to your business or important to you personally as the business owner. You can also ask the virtual assistant, what are other things that need to be included in this agreement, since this also implies their being part of the business and part of the team. Virtual assistant contracts that is clearly defined will help protect the business, the virtual assistant, and you as the business owner.

Now that you are ready to sign that contract and hire your virtual assistant, let us know if this is helpful and feel free to like, comment, and subscribe. So you can get more information on the freelancing perfect place. I hope this has been helpful, feel free to connect with us. We are on social media at Surge Digital Agency. You can also connect with me personally and email me how we can help you as a business owner by grace@surgedigital.agency and feel free to hire our virtual assistants who are trained, experienced and skilled especially for your freelancing success or business success. Go ahead and sign up, and hire a virtual assistant via surgedigital.agency. I look forward in hearing from you and providing you assistance on how virtual assistants can leverage your business success. Go ahead and watch the other videos on our virtual assistance guidance series, the link is below the description of this video. That would be all for now, I will see you in the next videos, God bless and enjoy your day.

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