



NONDISCLOSURE/CONFIDENTIALITY AGREEMENT

In consideration of being a contracted by **(client name)**, also referred to as “the Company”, the undersigned hereby agrees and acknowledges:

1. That during the duration of the contractual agreement there may be disclosed to me certain trade secrets of the Company; said trade secrets consisting but not necessarily limited to:

- a) Technical information: Methods, processes, formulae, compositions, systems, techniques, inventions, machines, computer programs and research projects.
- b) Business information: Customer lists, pricing data, sources of supply, financial data and marketing, production, or merchandising systems or plans.

2. **Add-Vantage Bookkeeping** agrees that I/we shall not during, or at any time after the termination of the contractual agreement with **(Client name)**, use for myself or others, or disclose or divulge to others including future employees, any trade secrets, confidential information, or any other proprietary data available to you in the course of providing the services outlined in the contractual agreement. Said disclosure is considered to be in direct violation of this agreement and will be considered as a breach.

3. That upon the termination of the contractual agreement from **(your client name)**:

- a) I shall return all documents and property, including but not necessarily limited to: drawings, blueprints, reports, manuals, correspondence, customer lists, computer programs, and all other materials and all copies thereof relating in any way to the Company's business, or in any way obtained by me during the course of the contractual agreement. I further agree that I shall not retain copies, notes or abstracts of the foregoing.
- b) The Company may notify any future or prospective employer or third party of the existence of this agreement, and shall be entitled to full injunctive relief for any breach.
- c) This agreement shall be binding upon me and my representatives and successors in interest, and shall inure to the benefit of the Company, its successors and assigns.

Signed this _____ day of _____, 20_____.

Add-Vantage Bookkeeping

Client Name