



Constant Concepts

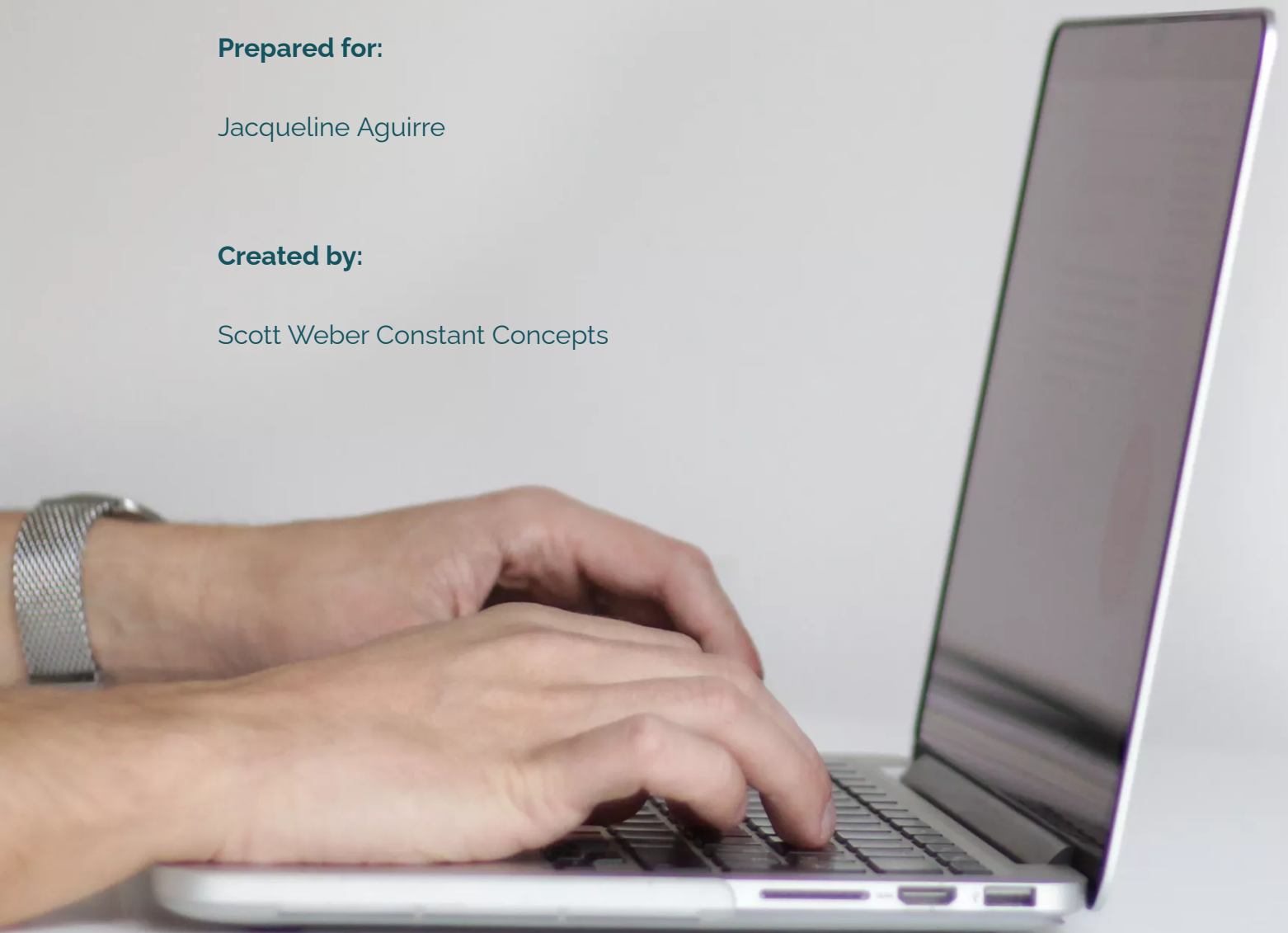
Independent Contractor Agreement

Prepared for:

Jacqueline Aguirre

Created by:

Scott Weber Constant Concepts



Independent Contractor Agreement

Description of Services

Payment and Considerations

Terms and Conditions

Attachment A

Freelance Contract Terms and Conditions

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This Contract (this "Contract" or this "Contractor Contract"), is entered into and made effective as of August 15th, 2020 (the "Effective Date"), by and between Jacqueline Aguirre ("Contractor"), and Constant Concepts ("Company").

WHEREAS:

1. Company has a need for services; and
2. Contractor has an interest in performing such services for Company; and
3. The parties wish to set forth the terms and conditions upon which such services will be provided to Company;

NOW THEREFORE, in consideration of the foregoing, and the mutual promises herein contained, the parties hereby agree as follows:

Description of Services

Role: VA, Customer Service and Digital Marketing

Beginning on the Effective Date, and remaining in effect for the duration of this Agreement, the Contractor shall provide the Company with the following services, without limitation.

1. Organize correspondence and answer emails
2. Prepare and organize databases and reports
3. Manage social media accounts and replies
4. Manage Facebook and alternative Lead Generation campaigns
5. Work with Sales and Marketing Manager on all marketing campaigns as needed / capable.
6. Handle confidential employer and client information
7. Schedule meetings and arrange employer's calendar; schedule meeting spaces and conference rooms
8. Manage filing systems, update records, and organize documentation
9. Prepare and create PowerPoint presentations and materials as needed; research materials and sources for presentations
10. Proficiency with Wordpress, WooCommerce and Shopify (eCommerce in general)

Payment and Considerations

The services performed by the Contractor under this Agreement shall be performed at the rate specified below, and shall not exceed the total estimated amount specified below.

1. Salary rate of \$6 per hour payable every two weeks
2. Company email address and business cards if needed
3. Access to Slack, Ring Central and other tools
4. In addition to the base rate Bonus and commission will be paid based on performance.

The Company shall not be responsible for federal, state and local taxes derived from the Contractor's net income or for the withholding and/or payment of any federal, state and local income and other payroll taxes, workers' compensation, disability benefits or other legal requirements applicable to the Contractor.

Terms and Conditions

This Freelance Contract is governed by the terms and conditions provided here and in **Attachment A**, attached hereto.

IN WITNESS WHEREOF, by their respective signatures below, the parties have caused the Contract, inclusive of Attachment A, to be duly executed and effective as of the Effective Date.

Constant Concepts



08 / 17 / 2020

Scott Weber



08 / 18 / 2020

Jacqueline Aguirre

Attachment A

Freelance Contract Terms and Conditions

1. Intellectual Property Rights

1. **Retained Rights.** Each party will retain all right, title, and interest in and to its own Pre-Existing Intellectual Property irrespective of any disclosure of such Pre-Existing Intellectual Property to the other party, subject to any licenses granted herein.
2. **Pre-Existing Intellectual Property.** Contractor will not use any Contractor or third party Pre-Existing Intellectual Property in connection with this Contract unless Contractor has the right to use it for Company's benefit. If Contractor is not the owner of such Pre-Existing Intellectual Property, Contractor will obtain from the owner any rights as are necessary to enable Contractor to comply with this Contract.

Contractor grants Company a non-exclusive, royalty-free, worldwide, perpetual and irrevocable license in Contractor and third party Pre-Existing Intellectual Property, to the extent such Pre-Existing Intellectual Property is incorporated into any Deliverable, with the license including the right to make, have made, sell, use, reproduce, modify, adapt, display, distribute, make other versions of and disclose the property and to sublicense others to do these things.

Contractor will not incorporate any materials from a third party, including Open Source or freeware, into any Deliverable unless (i) Contractor clearly identifies the specific elements of the Deliverable to contain third party materials, (ii) Contractor identifies the corresponding third party licenses and any restrictions on use thereof, and (iii) approval is given by Company in writing. Contractor represents, warrants and covenants that Contractor has complied and shall continue to comply with all third party licenses (including all open source licenses) associated with any software components that will be included in the Deliverables or any other materials supplied by Contractor. Contractor shall indemnify Company against any losses and liability incurred by Company due to failure of Contractor to meet any of the requirements in any of the third party licenses.

3. **Ownership of Deliverables.** Subject to Contractor and third party rights in Pre-Existing Intellectual Property, all Deliverables, whether complete or in progress, and all Intellectual

Property Rights related thereto shall belong to Company, and Contractor hereby assigns such rights to Company. Contractor agrees that Company will own all patents, inventor's certificates, utility models or other rights, copyrights or trade secrets covering the Deliverables and will have full rights to use the Deliverables without claim on the part of Contractor for additional compensation and without challenge, opposition or interference by Contractor and Contractor will, and will cause each of its Personnel to, waive their respective moral rights therein. Contractor will sign any necessary documents and will otherwise assist Company in securing, maintaining and defending copyrights or other rights to protect the Deliverables in any country.

4. **No Rights to Company Intellectual Property.** Except for the limited license to use materials provided by Company as may be necessary in order for Contractor to perform Services under this Contract, Contractor is granted no right, title, or interest in any Company Intellectual Property.

2. Confidentiality

1. **Confidential Information.** For purposes of this Contract, "Confidential Information" shall mean information or material proprietary to a Party or designated as confidential by such Party (the "Disclosing Party"), as well as information about which a Party (the "Receiving Party") obtains knowledge or access, through or as a result of this Contract (including information conceived, originated, discovered or developed in whole or in part by Contractor hereunder). Confidential Information does not include: a) information that is or becomes publicly known without restriction and without breach of this Contract or that is generally employed by the trade at or after the time the Receiving Party first learns of such information; b) generic information or knowledge which the Receiving Party would have learned in the course of similar employment or work elsewhere in the trade; c) information the Receiving Party lawfully receives from a third party without restriction on disclosure and without breach of a nondisclosure obligation; d) information the Receiving Party rightfully knew prior to receiving such information from the Disclosing Party to the extent such knowledge was not subject to restrictions on further disclosure; or (e) information the Receiving Party develops independent of any information originating from the Disclosing Party.
2. **Company Confidential Information.** The following constitute Confidential Information of Company and should not be disclosed to third parties: the Deliverables, discoveries, ideas, concepts, software in various states of development, designs, drawings, specifications, techniques, models, data, source code, source files and documentation, object code,

documentation, diagrams, flow charts, research, development, processes, procedures, "know-how", marketing techniques and materials, marketing and development plans, customer names and other information related to customers, price lists, pricing policies and financial information, this Contract and the existence of this Contract, and any work assignments authorized or issued under this Contract. Contractor will not use Company's name, likeness, or logo (Company's "Identity"), without Company's prior written consent, to include use or reference to Company's Identity, directly or indirectly, in conjunction with any other clients or potential clients, any client lists, advertisements, news releases or releases to any professional or trade publications.

3. **Non-Disclosure.** The Parties hereby agree that during the term hereof and at all times thereafter, and except as specifically permitted herein or in a separate writing signed by the Disclosing Party, the Receiving Party shall not use, commercialize or disclose Confidential Information to any person or entity. Upon termination, or at any time upon the request of the Disclosing Party, the Receiving Party shall return to the Disclosing Party all Confidential Information, including all notes, data, reference materials, sketches, drawings, memorandums, documentations and records which in any way incorporate Confidential Information.
4. **Right to Disclose.** With respect to any information, knowledge, or data disclosed to Company by the Contractor, the Contractor warrants that the Contractor has full and unrestricted right to disclose the same without incurring legal liability to others, and that Company shall have full and unrestricted right to use and publish the same as it may see fit. Any restrictions on Company's use of any information, knowledge, or data disclosed by Contractor must be made known to Company as soon as practicable and in any event agreed upon before the start of any work.

3. Conflict of Interest

1. Contractor represents that its execution and performance of this Contract does not conflict with or breach any contractual, fiduciary or other duty or obligation to which Contractor is bound. Contractor shall not accept any work from Company or work from any other business organizations or entities which would create an actual or potential conflict of interest for the Contractor or which is detrimental to Company's business interests.

4. Termination

Rights to Terminate

- a. Company may terminate this Contract and/or an individual project for its convenience, without liability at any time, upon prior written notice to Contractor.
 - b. Contractor may terminate this Contract upon thirty days prior written notice provided there are no open projects at the time notice is given.
 - c. Company may terminate this Contract and/or any open projects immediately for cause if the Contractor fails to perform any of its obligations under this Contract or if Contractor breaches any of the warranties provided herein and fails to correct such failure or breach to Company's reasonable satisfaction within ten (10) calendar days (unless extended by Company) following notice by Company. Company shall be entitled to seek and obtain all remedies available to it in law or in equity.
1. Upon termination of any project or work given Contractor hereunder, Contractor will immediately provide Company with any and all work in progress or completed prior to the termination date. As Company's sole obligation to Contractor resulting from such termination, Company will pay Contractor an equitable amount as determined by Company for the partially completed work in progress and the agreed to price for the completed Services and/or Deliverables provided and accepted prior to the date of termination.
 2. Upon termination or expiration of this Contract or a project performed by Contractor hereunder, whichever occurs first, Contractor shall promptly return to Company all materials and or tools provided by Company under this Contract and all Confidential Information provided by Company to Contractor.
 3. Any provision or clause in this Contract that, by its language or context, implies its survival shall survive any termination or expiration of this Contract.

5. Warranties

Contractor warrants that:

1. the Services and Deliverables are original and do not infringe upon any third party's patents, trademarks, trade secrets, copyrights or other proprietary rights,

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2. it will perform the Services hereunder in a professional and workmanlike manner,
 3. the Deliverables Contractor provides to Company are new, of acceptable quality free from defects in material and workmanship and will meet the requirements and conform with any specifications agreed between the parties,
 4. it has all necessary permits and is authorized to do business in all jurisdictions where Services are to be performed,
 5. it will comply with all applicable federal and other jurisdictional laws in performing the Services,
 6. it has all rights to enter into this Contract and there are no impediments to Contractor's execution of this Contract or Contractor's performance of Services hereunder.

6. Limitation of Liability

1. EXCEPT AS SET FORTH IN THIS SECTION BELOW, IN NO EVENT WILL EITHER PARTY BE LIABLE FOR ANY SPECIAL, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES NOR FOR LOSS OF DATA, PROFITS OR REVENUE, COST OF CAPITAL OR DOWNTIME COSTS, NOR FOR ANY EXEMPLARY OR PUNITIVE DAMAGES, ARISING FROM ANY CLAIM OR ACTION, INCIDENTAL OR COLLATERAL TO, OR DIRECTLY OR INDIRECTLY RELATED TO OR IN ANY WAY CONNECTED WITH, THE SUBJECT MATTER OF THE AGREEMENT, WHETHER SUCH DAMAGES ARE BASED ON CONTRACT, TORT, STATUTE, IMPLIED DUTIES OR OBLIGATIONS, OR OTHER LEGAL THEORY, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES
2. NOTWITHSTANDING THE FOREGOING, ANY PURPORTED LIMITATION OR WAIVER OF LIABILITY SHALL NOT APPLY TO CONTRACTOR'S OBLIGATION UNDER THE INDEMNIFICATION OR CONFIDENTIAL INFORMATION SECTIONS OF THIS AGREEMENT OR EITHER PARTY'S LIABILITY TO THE OTHER FOR PERSONAL INJURY, DEATH OR PHYSICAL DAMAGE TO PROPERTY CLAIMS.

7. Inspection and Acceptance

1. **Non-Conforming Services and Deliverables.** If any of the Services performed or Deliverables delivered do not conform to specified requirements, Company may require the Contractor to perform the Services again or replace or repair the non-conforming Deliverables in order to bring them into full conformity with the requirements, at
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Contractor's sole cost and expense. When the defects in Services and/or Deliverables cannot be corrected by re-performance, Company may: (a) require Contractor to take necessary action, at Contractor's own cost and expense, to ensure that future performance conforms to the requirements and/or (b) reduce any price payable under the applicable project to reflect the reduced value of the Services performed and/or Deliverables delivered by Contractor and accepted by Company.

2. If Contractor fails to promptly conform the Services and/or Deliverables to defined requirements or specifications, or take action deemed by Company to be sufficient to ensure future performance of the project in full conformity with such requirements, Company may (a) by contract or otherwise, perform the services or subcontract to another Contractor to perform the Services and reduce any price payable by an amount that is equitable under the circumstances and charge the difference in re-procurement costs back to Contractor and/or (b) terminate the project and/or this Contract for default.

8. Insurance

1. Contractor shall maintain adequate insurance coverage and minimum coverage limits for its business as required by any applicable law or regulation, including Workers' Compensation insurance as required by any applicable law or regulation, or otherwise as determined by Contractor in its reasonable discretion. Contractor's lack of insurance coverage shall limit any liability Contractor may have under this Contract.

9. Miscellaneous

1. **Assignment.** Contractor shall not assign any rights of this Contract or any other written instrument related to Services and/or Deliverables provided under this Contract, and no assignment shall be binding without the prior written consent of Company. Subject to the foregoing, this Contract will be binding upon the Parties' heirs, executors, successors and assigns.
2. **Governing Law.** The Parties shall make a good-faith effort to amicably settle by mutual agreement any dispute that may arise between them under this Contract. The foregoing requirement will not preclude either Party from seeking injunctive relief as it deems necessary to protect its own interests. This Contract will be construed and enforced in accordance with the laws of the State of AZ, excluding its choice of law rules.
3. **Severability.** The Parties recognize the uncertainty of the law with respect to certain

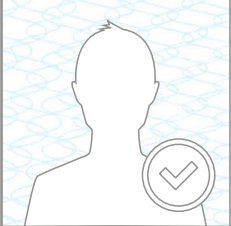


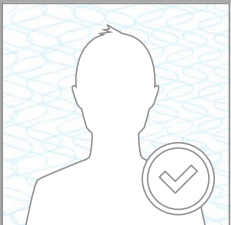


provisions of this Contract and expressly stipulate that this Contract will be construed in a manner that renders its provisions valid and enforceable to the maximum extent possible under applicable law. To the extent that any provisions of this Contract are determined by a court of competent jurisdiction to be invalid or unenforceable, such provisions will be deleted from this Contract or modified so as to make them enforceable and the validity and enforceability of the remainder of such provisions and of this Contract will be unaffected.

4. **Independent Contractor.** Nothing contained in this Contract shall create an employer and employee relationship, a master and servant relationship, or a principal and agent relationship between Contractor and Company. Company and Contractor agree that Contractor is, and at all times during this Contract shall remain, an independent contractor.
5. **Force Majeure.** Neither Party shall be liable for any failure to perform under this Contract when such failure is due to causes beyond that Party's reasonable control, including, but not limited to, acts of state or governmental authorities, acts of terrorism, natural catastrophe, fire, storm, flood, earthquakes, accident, and prolonged shortage of energy. In the event of such delay the date of delivery or time for completion will be extended by a period of time reasonably necessary by both Contractor and Company. If the delay remains in effect for a period in excess of thirty days, Company may terminate this Contract immediately upon written notice to Contractor.
6. **Entire Contract.** This document and all attached or incorporated documents contains the entire agreement between the Parties and supersedes any previous understanding, commitments or agreements, oral or written. Further, this Contract may not be modified, changed, or otherwise altered in any respect except by a written agreement signed by both Parties.

Signature Certificate

Document Ref.: JJAKL-V7G5V-TPJDJ-CIZMH

Document signed by:

	Scott Weber Verified E-mail: scott@constantconcepts.io IP: 23.83.128.215 Date: 17 Aug 2020 22:02:46 UTC	 
	Jacqueline Aguirre Verified E-mail: jacquelinekayaguirre@gmail.com IP: 110.54.233.225 Date: 18 Aug 2020 01:49:26 UTC	 

Document completed by all parties on:
18 Aug 2020 01:49:26 UTC

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