

PPC Team Intake Form



Date: December 12, 2024

Full Name:

Kevin Jay N. Roluna

Nickname (if any):

Jay

Email Address:

kevinjayroluna@gmail.com

City+ Country are you currently located:

Gen. Trias Cavitte , Philippines

What days of the week and hours are you able to work during PST timezone?

Thursday , Friday

What type of tasks do you enjoy most?

Website Development


What's your go-to productivity hack?

Set goals / plan at a time

If you could automate one task in your life, what would it be?

brew coffee

PAYMENT:

Work week starts every Monday-Sunday. Any hours worked during that week will be paid by the following Friday. Please select one and provide your preferred payment method: 

☒ WISE ☐ PAYPAL.

Please provide your associated email for the payment.

kevinjayroluna@gmail.com

(To be filled out by PPC)

JOB POSITION: WEB DEVELOPER

STARTING PAYRATE:

Hours/Schedule:

Process Pros Co. Virtual Assistant Contract

1. Engagement of Services

Process Pros Co. ("Company") hereby engages the Virtual Assistant to provide virtual administrative assistance services ("Services") remotely. The Virtual Assistant agrees to perform the Services to the best of their abilities and in accordance with the Company's instructions.

2. Confidentiality and Security

The Virtual Assistant acknowledges that they may have access to sensitive information belonging to the Company and its clients during the course of performing the Services. The Virtual Assistant agrees to maintain strict confidentiality and security measures to protect this information from unauthorized access, use, or disclosure. **Any breach of confidentiality will result in immediate termination of this Contract and legal action may be pursued.**

3. Professionalism

The Virtual Assistant agrees to conduct themselves in a highly professional manner when interacting with clients or representing the Company. This includes but is not limited to: polite and courteous communication, timely responses to inquiries, and proactive problem-solving.

4. Fraud and Legal Compliance

The Virtual Assistant acknowledges that any involvement in fraudulent activities, including but not limited to misrepresentation, embezzlement, or theft, will result in immediate termination of this Contract and legal action may be pursued to the fullest extent of the law.

5. Time Tracking

It is the responsibility of the Virtual Assistant to accurately track their hours worked and report them to the Company in a timely manner. Any discrepancies or questions regarding hours should be addressed promptly to ensure accurate compensation.

6. Termination

Either party may terminate this Contract with 7 days' written notice. However, the Company reserves the right to terminate this Contract immediately in cases of breach of confidentiality, fraudulent activities, or unprofessional conduct.

In witness whereof, parties listed below hereto have executed this contract as of the date signed.

Full Name Printed of Signer for Process Pros Co.

Full Name Printed (Virtual Assistant)

Signature

Signature

Date:_____

Date:_____