



MASTER SERVICE AGREEMENT

Effective Date:

This Master Service Agreement (“Agreement”) is entered into by and between VA WORKS, LLC (“Consultant”), a Florida Limited Liability Company with its principal office at 7726 Winegard Road 2nd Floor Orlando, FL 32809, and _____ (“Company”), a _____ at _____.

1. Governing Policies

By signing this Agreement, Company acknowledges and agrees that the full terms governing the Parties’ relationship are set forth in the Governing Policies published online at:

- [VA Works Policies - https://vaworks.com/policies/](https://vaworks.com/policies/)

These include, without limitation:

- **MSA Terms and Conditions** (<https://vaworks.com/MasterServiceAgreement>)
- **SOW Terms and Conditions** (<https://vaworks.com/SOWSelection>)
- **Privacy Policy** (<https://vaworks.com/privacypolicy>)
- **Ethics & Reporting Policy** (<https://vaworks.com/EthicsComplianceHub>)
- **Non-PEO Disclosure** (<https://vaworks.com/NonPEODisclosure>)
- **Website Disclaimer** (<https://vaworks.com/WebsiteDisclaimer>)

The Governing Policies, as updated from time to time, are incorporated herein by reference and form part of this Agreement. **Failure to click or review the links does not excuse performance or negate enforceability.**

2. Key Terms

- **Services:** Provided only upon execution of a Statement of Work (“SOW”).
- **Payments & Expenses:** As set forth in the SOW and MSA Terms and Conditions.
- **Term & Termination:** Month-to-month unless otherwise stated; either Party may terminate with 15 days’ written notice.
 - Fees, severance, and other miscellaneous expenses may apply — see SOW Terms of Service for details.
- **Dispute Resolution:** Governed by Florida law; binding arbitration in Orange County, FL (JAMS).
- **Non-Solicitation:** Company shall not solicit or hire Consultant’s personnel for two years post-termination.
- **Non-PEO:** Company acknowledges it is not the employer of Consultant’s personnel and assumes no employment obligations.

3. Priority of Documents

In case of conflict: (a) this MSA; (b) executed SOW(s); then (c) MSA Terms and Conditions; then (d) Scope of Work Terms; then (e) other Governing Policies.

4. Updates & Notices

Consultant may update the Governing Policies at any time, with notice by email at least 15 days prior to effective date. Company designates the email address provided below as its official notice address for such updates and all other legal notices. Notices sent to this email address shall be deemed valid and binding. Company may update its notice email address by written notice to Consultant.

Notice Email Address (Company): _____

5. Miscellaneous

- **Authority.** Each Party represents that the person signing below has full authority to bind the Party.
- **Waiver & Severability.** No waiver is effective unless in writing. If any provision is found unenforceable, the remainder shall remain in full force.

6. Signatures

The Parties agree this Agreement may be executed electronically (e.g., DocuSign) and such signatures are legally binding.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the Effective Date.

VA WORKS, LLC

Date: _____

Signature: _____

Print: _____

Title: _____

Date: _____

Signature: _____

Print: _____

Title: _____