

SAMPLE VENDOR CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT



The identity of [Firm Name]’s clients, our legal work and office operations must be kept strictly confidential at all times. Although you are authorized to provide products and services to our firm or perform service work on our equipment on or off the office premises, as an express condition of your contract with us and for all past and future products and services, it is agreed that you and any employees or subordinates performing work under your direction shall absolutely refrain from listening to any client communications and the viewing or reading of any client paper-based documents or electronic files.

You further agree and accept that any listening, viewing, reading by you, or any other person under your direction or control, of our client or office computer files, documents or communications or your disclosure of such in any manner to anyone is absolutely prohibited.

Any indiscretion is grounds for immediate termination of our business relationship.

(Signature)

Dated _____

(Company)

cc: Company

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