



## SAMPLE 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.

Dated \_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Company)

cc: Company

**NOTE:** This material is intended as only an example which you may use in developing your own form. It is not considered legal advice and as always, you will need to do your own research to make your own conclusions with regard to the laws and ethical opinions of your jurisdiction. In no event will **ALPS** be liable for any direct, indirect, or consequential damages resulting from the use of this material.