

## Exclusiveness and Non-Disclosure Agreement for Freelancers/Agencies

Name: ..... (person in charge)

First name: .....

Company: .....

Job title (degree): .....

Street: .....

Post code: ..... Town: .....

Country: .....

I hereby declare to keep strictly confidential and not to disclose to third parties, with the exception of services acting as subcontractors for me, any documents, files, records, digital or other documents received by Consulting Services Hillermeier – hereinafter referred to as Consulting Services – for all services.

I will either completely return or delete all documents received and worked out after completion of the order or keep them in a safe place as proof in any quality management audit.

Consulting Services will hold these documents in trust for six years.

I further undertake to settle all questions arising in this connection exclusively with Consulting Services.

If the consultation with third parties is necessary, it shall be agreed with Consulting Services first.

In case of infringement, I will be liable for damages.

In all other respects our General Terms and Conditions shall apply.

Read, approved and signed:

..... Place, ..... Date, .....

Name, first name

P.S.: Please sign and return this form by surface mail or fax.