



## Access/Service Agreement

Date: \_\_\_\_\_

Company Name \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Email Address \_\_\_\_\_

How did you hear about us? \_\_\_\_\_

### **NON-DISCLOSURE**

Digitype.ca Transcription Services agrees to hold all oral information, all documentation, and all object and source code received in confidence and not to show or disclose it to any third party. Digitype.ca Transcription Services will use all reasonable and extra ordinary means to safeguard any and all confidential information and will not disclose verbally or physically the subject matter of any and all confidential information to any third party without the prior written consent of the Client. Digitype.ca Transcription Services shall store any and all confidential information in a safe place. Client acknowledges that a disclosure of any and all confidential information may result in damages to Digitype.ca Transcription Services and that Digitype.ca Transcription Services agrees to indemnify the Client against any losses as a result of a violation or breach of this Access/Service Agreement agreed to by the Client.

### **FEES AND PAYMENT**

Electronic invoices will be issued in Adobe PDF format and included with the completed job sent via email, unless otherwise notified. You agree to pay each invoice due within 30 days of receipt.

If you do not pay an invoice by the due date for payment, in addition to any other legal rights available to us we may:

- charge you interest on the unpaid amount from the due date for payment until payment is made. The interest rate will be the base rate charged to us by our bank on the due date for payment, plus a margin of 5% per annum on this rate;
- stop accepting any request for work from you;
- charge you any reasonable costs we have to pay in collecting any money you owe us including the cost to us of exercising our legal rights.



**TEMPLATES**

Dignitytype.ca Transcription Services agrees any templates you provide to us for your sole purposes will be held securely for the sole use and purpose by you alone.

**EXECUTION IN COUNTERPART**

This Access/Service Agreement may be executed in counterpart, each such counterpart when taken as a whole with the other executed counterparts, constitutes an original Access/Service Agreement.

**Accepted:**

**Accepted:**

\_\_\_\_\_  
Client Name (signature)

\_\_\_\_\_  
Lisa Collins for Dignitytype.ca Transcription Services  
(signature of proprietor)

\_\_\_\_\_  
Client Name (printed)

\_\_\_\_\_  
Lisa Collins for Dignitytype.ca Transcription Services  
(printed)

Please sign and keep a copy for your records. Scan and email a copy of the agreement to [admin@dignitytype.ca](mailto:admin@dignitytype.ca), fax to our toll free fax 1-866-496-5977 or mail to:

Dignitytype.ca Transcription Services  
#6 – 1260 Kelglen Crescent  
Kelowna, BC V1Y 6K5

Access to our system will not be granted until a signed copy of this agreement is provided to our office.

Thank you for choosing Dignitytype.ca Transcription Services.