



NONDISCLOSURE/CONFIDENTIALITY AGREEMENT

In consideration of being a contracted by Client Name: _____ also referred to as "the Company", the undersigned hereby agrees and acknowledges:

NON-DISCLOSURE OF INFORMATION

1. That during the duration of the contractual agreement there may be disclosed to me certain trade secrets of the Company consisting but not necessarily limited to:
 - a. Technical information: Methods, processes, systems, machines, computer programs and software.
 - b. Business information: client list, compensation data, financial information, labor relation strategies, marketing strategies, projects and proposals, merchandising systems or plans.

OWNERSHIP OF MATERIALS, SAFEGUARDING DATA, ACCESS TO FILE AND CONFIDENTIALITY

2. Client's financial information is Client's property and will not be disclosed to third parties during or after the term of this Agreement without the written consent of an officer of Client, except on a need to know basis, and then only upon receipt of a like undertaking from the recipient, in writing, to protect the confidentiality of Client's information from such third party. Should such information be subpoenaed **DENALI BOOKKEEPING & CONSULTING, LLC**, will promptly advise Client of its receipt of such process, where it is lawful to make such disclosure, in order to provide Client with the opportunity to contest production. This obligation to retain the Confidentiality of Client's financial information will terminate when Client makes the same publicly available.

TERMINATION OF CONTRACTUAL AGREEMENT

3. That upon the termination of the contractual agreement from Client Name: _____
 - a. I shall return all documents and property, including but not necessarily limited to: drawings, blueprints, reports, manuals, correspondence, customer lists, computer programs, and all other materials and all copies thereof relating in any way to the Company's business, or in any way obtained by me during the course of the contractual agreement. I further agree that I shall not retain copies, notes or abstracts of the foregoing past the required record retention period.
 - b. The Company may notify any future or prospective employer or third party of the existence of this agreement, and shall be entitled to full injunctive relief for any breach.

This agreement shall be binding upon me and my representatives and successors in interest, and shall inure to the benefit of the Company, its successors and assigns.

Denali Bookkeeping & Consulting, LLC

By: _____

By: _____

Denali Bookkeeping & Consulting, LLC

Client Name: _____

Title: Owner

Title: _____

Date: _____

Date: _____