



Confidentiality Agreement

Between: Inspiration for Writers, Inc., **IFW**, 1527 18th Street, Parkersburg, WV 26101, USA
And: (client's name), **client**, (client's address)

Inspiration for Writers, Inc., agrees:

- To protect the client's privacy and work. IFW will not share any form of the client's work with anyone outside of IFW staff (employees, officers, staff and contractors) without written permission from the client and from Sandra Tritt.
- To not divulge any information about any client or IFW staff to anyone outside of IFW's staff. All information about the client and the client's manuscript, including but not limited to the client's identity, manuscript identity, and any information pertaining to the client or the manuscript, will be kept confidential and protected.
- To not discuss anything pertaining to client work in a public area in which someone could overhear the discussion.
- To retain one copy of the manuscript for up to three months after completing the project to assist with questions the client may have. After that time, unless requested by the client, the client's documents will be deleted.
- To remove all client material from all electronic equipment before recycling such equipment.
- To protect the client's copyright (filed or assumed).

Agreements to abide by these terms have been signed by each member of IFW staff, including employees, officers, and contractors.

Sandra R. Tritt, CEO