TO:

FROM: Karen E. Pyle 303-748-7982

DATE:

RE: Non-disclosure agreement

1. “Confidential Information” means any Information given to me by [client’s company].
2. I agree not to use, disseminate, or share any Confidential Information with my employees, vendors, clients, or anyone else.
3. I will use reasonable care to protect your Confidential Information, treating it as securely as if it were my own.
4. I won’t publish, copy, or disclose any of your Confidential Information to any third party and will use my best efforts to prevent inadvertent disclosure of such Information to any third party.
5. The copy I do for you shall be considered “work for hire.” [client’s company] will own all rights to everything I produce for you, including the copyright. I will execute any additional documents needed to verify your ownership of these rights.

Sincerely,

Karen E. Pyle