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Introduction and Parties

Introduction

This Temporary Employment Agreement (the "Agreement") is made and entered into as of August 9, 2025.

Parties

Employer

DocuPal Demo, LLC, a company organized and existing under the laws of the United States, with its principal place of business at 23 Main St, Anytown, CA 90210 ("Employer").

Temporary Employee

Acme, Inc, also known as ACME-1, a business organized in the United States, located at 3751 Illinois Avenue, Wilsonville, Oregon - 97070 ("Temporary Employee").

Purpose

The Employer desires to engage the Temporary Employee to provide temporary employment services. This Agreement outlines the terms and conditions under which the Employer will temporarily employ the Temporary Employee. This includes project support and the conditions of that support.

Scope of Employment and Job Duties

During the term of this Agreement, the Employee will be temporarily employed by Docupal Demo, LLC and assigned to ACME-1. The Employee agrees to perform the following duties and responsibilities.



Primary Responsibilities

The Employee's primary responsibilities include data entry, customer service, and administrative tasks as required by ACME-1.

Specific Tasks

The Employee will perform the following tasks:

- Entering data into designated databases and systems.
- Responding to customer inquiries via phone, email, and chat.
- Providing administrative support, including filing, photocopying, and preparing documents.
- Maintaining accurate records of all activities.
- Other duties as assigned by ACME-1 management.

Required Skills

The Employee must demonstrate proficiency in Microsoft Office Suite, including Word, Excel, and PowerPoint. Excellent communication skills, both written and verbal, are also required. The Employee is expected to maintain a professional demeanor and provide exceptional customer service at all times.

Employment Duration and Work Schedule

Employment Term

This temporary employment begins on July 1, 2024, and will conclude on December 31, 2024. Docupal Demo, LLC, and the temporary employee of ACME-1 acknowledge this is a fixed-term engagement. There is no guarantee of employment beyond the end date.



Work Schedule

The standard work schedule for this temporary position is Monday through Friday. The daily working hours are from 9:00 AM to 5:00 PM. This constitutes a standard full-time work week. Any deviation from this schedule requires prior written approval from Docupal Demo, LLC. The temporary employee is expected to adhere to this schedule to fulfill their job responsibilities effectively.

Compensation and Benefits

Compensation

DocuPal Demo, LLC will pay you a rate of \$20 per hour. Payment will be made bi-weekly.

Benefits

You will not receive benefits during your temporary employment with DocuPal Demo, LLC. This includes, but is not limited to, health insurance, retirement plans, and paid time off.

Reimbursements

DocuPal Demo, LLC will reimburse you for pre-approved travel expenses. You must submit all expense reports with supporting documentation. Reimbursement will adhere to DocuPal Demo, LLC's standard reimbursement policies.

Confidentiality and Intellectual Property

Confidentiality

Employee acknowledges that during their temporary employment with Docupal Demo, LLC, they will have access to confidential information. This includes, but is not limited to, company data, client information (specifically ACME-1), business strategies, and proprietary technology. Employee agrees to maintain strict



confidentiality regarding all such information, both during and after the term of this agreement. Employee will not disclose, use, or reproduce any confidential information without the express written consent of Docupal Demo, LLC.

Intellectual Property

Employee acknowledges that all intellectual property developed or created during their temporary employment with Docupal Demo, LLC, shall be the sole and exclusive property of Docupal Demo, LLC. This includes, but is not limited to, inventions, designs, software, documentation, and any other work product. Employee agrees to assign all rights, title, and interest in such intellectual property to Docupal Demo, LLC. Employee will cooperate fully with Docupal Demo, LLC in securing and maintaining intellectual property protection for such work product, including executing any necessary documents or assignments.

Termination Conditions

This temporary employment agreement may be terminated under the following conditions.

Termination by Docupal Demo, LLC

Docupal Demo, LLC may terminate this agreement if the temporary employee's performance is unsatisfactory. Misconduct is also grounds for termination. Project completion may also result in termination of the agreement. Docupal Demo, LLC will provide 14 days written notice of termination.

Termination by Temporary Employee

The temporary employee may terminate this agreement by providing Docupal Demo, LLC with 14 days written notice.



Compliance with Laws and Company Policies

This Temporary Employment Agreement is governed by the laws of the State of Delaware. It is also subject to DocuPal Demo, LLC's internal policies.

Adherence to Laws and Policies

The temporary employee agrees to comply with all applicable federal, state, and local labor laws and regulations. This includes, but is not limited to, laws regarding wages, working hours, workplace safety, and non-discrimination. The temporary employee will also adhere to all of ACME-1's policies and procedures while working at their site. These policies cover areas such as conduct, safety, data protection, and security. By signing this agreement, the temporary employee acknowledges and confirms their understanding of and agreement to abide by these laws and policies. DocuPal Demo, LLC is committed to ensuring a work environment that is compliant with all applicable legal and ethical standards.

Dispute Resolution

DocuPal Demo, LLC and the temporary employee of ACME-1 agree to resolve any disputes related to this Agreement through good faith negotiations.

Mediation

If a dispute arises, both parties will first attempt to resolve it through mediation. The parties will mutually agree on a mediator. The mediation will occur in Anytown, CA, unless both parties agree to a different location. Both parties will share the costs of the mediator equally. Mediation is preferred over litigation.

Legal Action

If mediation does not resolve the dispute, either party may pursue legal action in a court of competent jurisdiction.



Miscellaneous Provisions

Compliance

The Employee will comply with all applicable laws, regulations, and ACME-1's policies during the term of this Agreement. This includes, but is not limited to, workplace safety, data protection, and ethical conduct.

Amendments

This Agreement may be amended only by a written instrument signed by both Docupal Demo, LLC, and the Employee. No oral modification of this Agreement shall be effective.

Assignment

This Agreement is personal to the Employee and ACME-1 and may not be assigned by either party without the prior written consent of the other party. Any attempted assignment without such consent shall be void.

Entire Agreement

This Agreement constitutes the entire agreement between Docupal Demo, LLC, and the Employee with respect to the subject matter hereof. It supersedes all prior or contemporaneous communications and proposals, whether oral or written, between the parties with respect to such subject matter.

Severability

If any provision of this Agreement is held to be invalid or unenforceable, the remaining provisions of this Agreement will remain in full force and effect. The invalid or unenforceable provision shall be replaced by a valid and enforceable provision that comes closest to expressing the intention of the original provision.



Signatures

Agreement

Employer

DocuPal Demo, LLC, agrees to the terms and conditions outlined in this Temporary Employment Agreement.

By: _____

Name:

Title:

Date: July 1, 2024

Employee

I, the temporary employee of ACME-1, acknowledge that I have read, understood, and agree to all the terms and conditions outlined in this Temporary Employment Agreement.

By: _____

Name:

Date: July 1, 2024

This Temporary Employment Agreement is effective as of the date of the last signature below. Each party confirms they are authorized to enter into this agreement. Please sign and date to indicate your acceptance of these terms.

