



Digitized Document Solutions

Digitized Document Solutions, Corp
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Confidentiality Agreement Document Scanning:

This agreement is between the party for whom services are being rendered and any other party that is taking part in the process of the project. The data, documents, and information that will be handled by Digitized Document Solutions employees on your behalf will not be in anyway mishandled, duplicated, and or passed on to any other parties without the written consent of the company or person for whom the project is being processed for. If there is any other party that will be involved, we require that they fill out a copy of this confidentiality agreement for your protection.

Under no circumstance will the project be handled anywhere outside of our facility/office and nor will the project be available for anyone else to see or review. By signing this document, you are allowing Digitized Document Solutions, Corp to perform the necessary service that you have requested with the above requirements and guidelines to be adhered to at all times.

In the event that you or any employee of your company or of any other third party that is allowed to view, handle, or have access to the documents, Digitized Document Solutions, Corp will not be held responsible and or be liable for your information in the hands of a third party. This agreement is only between the originating company and Digitized Document Solutions, Corp.

Digitized Document Solutions Employee Area

Date: _____

Signature: _____

Name & Position: _____

Your Company Name

Date: _____

Signature: _____

Name & Position: _____