

Typical Document Outline: Business Collaboration NDA

1. Title

Non-Disclosure Agreement (NDA) for Business Collaboration

2. Introduction

Brief statement identifying the parties involved and purpose of the agreement.

3. Definitions

- Confidential Information
- Disclosing Party
- Receiving Party

4. Purpose

Description of the business collaboration and reason for sharing confidential information.

5. Obligations of the Receiving Party

- Non-disclosure
- Non-use
- Duty to protect information

6. Exclusions from Confidentiality

- Public domain information
- Previously known or independently developed information
- Disclosure required by law

7. Term and Duration

Specify the effective date and the period during which confidentiality must be maintained.

8. Return or Destruction of Information

Requirements for disposing of confidential materials at the end of the collaboration or on request.

9. Remedies and Consequences of Breach

- Injunctive relief
- Damages

10. Miscellaneous

- Governing law and jurisdiction
- Entire agreement

- Severability
- Amendments

11. Signatures

Spaces for authorized representatives to sign and date the agreement.

Important Notes:

- This document is a template; legal advice is recommended for your case.
- Clearly define what constitutes "Confidential Information."
- Ensure both parties fully understand their rights and obligations.
- NDA terms should be realistic and enforceable in relevant jurisdictions.
- Review and update agreements regularly for ongoing collaborations.