

NDA Template Pack

Non-Disclosure Agreement (NDA) Pack

Two complete templates: mutual (both sides share) and one-way (only one side shares). Delete the template you do not need, fill in the brackets, and have both parties sign. This is a general template, not legal advice for a specific dispute.

Template A - Mutual NDA

Both parties may share confidential information with each other.

1. Confidential Information

All non-public business, technical, financial, pricing, customer and product information shared in writing, verbally, or by observation, marked or reasonably understood as confidential.

2. Obligations

The Receiving Party shall (a) keep it strictly confidential, (b) use it only for evaluating or performing the agreed work, (c) not disclose it to any third party without written consent, and (d) protect it with at least reasonable care.

3. Exclusions

Information that is or becomes public without breach, was already known, is independently developed, or is received lawfully from a third party without a duty of confidentiality.

4. Duration

Confidentiality lasts for [2] years from the date of disclosure. Return or destroy all confidential material within [7] days of a written request.

5. No licence / no obligation

Nothing in this agreement grants any licence or obliges either party to proceed with any transaction.

6. Remedies

Breach may cause irreparable harm; the Disclosing Party may seek injunctive relief in addition to any other remedy available.

7. Governing law

This agreement is governed by the laws of [Country / State: _____].

Template B - One-Way NDA

Only the Disclosing Party shares confidential information; the Receiving Party must protect it.

1. Confidential Information

All non-public business, technical, financial, pricing, customer and product information shared in writing, verbally, or by observation, marked or reasonably understood as confidential.

2. Obligations

The Receiving Party shall (a) keep it strictly confidential, (b) use it only for evaluating or performing the agreed work, (c) not disclose it to any third party without written consent, and (d) protect it with at least

reasonable care.

3. Exclusions

Information that is or becomes public without breach, was already known, is independently developed, or is received lawfully from a third party without a duty of confidentiality.

4. Duration

Confidentiality lasts for [2] years from the date of disclosure. Return or destroy all confidential material within [7] days of a written request.

5. No licence / no obligation

Nothing in this agreement grants any licence or obliges either party to proceed with any transaction.

6. Remedies

Breach may cause irreparable harm; the Disclosing Party may seek injunctive relief in addition to any other remedy available.

7. Governing law

This agreement is governed by the laws of [Country / State: _____].

Party 1 name	[Name]
Party 1 signature / date	_____ Date: _____
Party 2 name	[Name]
Party 2 signature / date	_____ Date: _____

Party 1 name	[Name]
Party 1 signature / date	_____ Date: _____
Party 2 name	[Name]
Party 2 signature / date	_____ Date: _____