

To: Capitol Technologies, LLC 25 Denby Road, Boston, MA 02134  
Tel. 617-254-2588, Fax 617-254-6848

From: \_\_\_\_\_  
Name of Individual (Please print)

Client # \_\_\_\_\_  
Description of Company (Please print)

### **Confidentiality Agreement**

This Confidentiality Agreement ("Agreement") will confirm our mutual understanding in connection with Capitol Technologies, LLC providing, and your receipt of, information regarding the company listed above ("The Company").

1. Information means all oral or written data, reports, records of materials ("Information") obtained from us or The Company, the knowledge that the Company may be considering a sale or even the fact that the information has been provided. Information shall not include and all obligations as to nondisclosure by the undersigned shall cease to any part of such information to the extent that such information: a) is, or becomes, public; other than as a result of acts by the undersigned; b) can be shown was already known to the undersigned at the time of its disclosure hereunder; c) is independently obtained by the undersigned from a third party having no duty of confidentiality to The Company; d) is independently developed by the undersigned without use of any Information supplied hereunder; or e) is obligated to be disclosed pursuant to applicable law, regulation or legal process.
2. Information is being furnished solely in connection with your consideration of the acquisition of The Company and shall be treated as "secret" and "confidential" and no portion of it shall be disclosed to others, except to those of your employees and agents whose knowledge of the Information is required for you to evaluate The Company as a potential acquisition and who shall assume the same obligations as you under this Agreement. The undersigned hereby assumes full responsibility for the compliance of such employees or agents to the terms of this Agreement.  
The undersigned further agrees that it will not interfere with any business of The Company through the use of any Information or knowledge acquired under this Agreement nor use any such Information for its own account.
3. It is understood that The Company is the intended party and beneficiary whose rights are being protected and may enforce the terms of this Agreement as if it were a party to this Agreement.
4. All Information shall be promptly returned or destroyed, as directed by the Company or us.
5. It is understood that (a) no representations or warranties are being made as to the completeness or accuracy of any Information and (b) any and all representations and warranties shall be made solely by The Company in a signed acquisition agreement or purchase contract and then be subject to the provisions thereof.
6. The undersigned acknowledges the responsibility to perform a due diligence review at its own cost and expense prior to any acquisition.
7. The respective obligations of the parties under this Agreement shall survive for a period of two (2) years following the date hereof.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Individual: \_\_\_\_\_  
(Please print)

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
(City) (State) (Zip Code)

Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_