

Terms and Conditions

Payment & Fees

- Minimum charge is for a 4 hour half a day for tasks carried out at the client's place of work or from my office. Thereafter, I charge in 30 minute segments of time.
- I reserve the right to charge the client for 30 minutes of travel time, both to and from the client's place of work. This is charged as per my usual fee structure.
- Time taken completing errands on the client's behalf will be charged back to the client and are subject to the same rates as my usual fee structure.
- Costs for travel to and from the client's place of work will be charged back to the client and are subject to my usual payment terms.
- Clients will be billed for expenses incurred to complete their tasks. These include, but are not limited to - international telephone calls, faxing, postage, printing, stationary.
- The client must provide credit or debit card details to cover all payments, booking fees and fees charged by third party suppliers for matters relating to the client.
- My payment terms are 14 days from date of invoice.
- Payment should be made by bank transfer, cheque or cash.
- Clients buying blocks of time at a discounted rate will be invoiced at the start of this time block and will be required to pay within 14 days from date of invoice.
- For new clients, full payment of first invoice will be required in advance of any work starting.
- I regret that if payment is not granted promptly after a request for payment has been made, then it may be necessary to suspend work on your tasks until payment is completed. I cannot accept responsibility for any loss arising as a result of work being suspended in these circumstances.
- Should a project take longer to complete than initially discussed, I reserve the right to cease work until payment in advance is again received.
- I reserve the right to charge interest for late payments.
- I reserve the right to review the chargeable fee structure annually and to amend pricing. Clients will be informed of changes in writing at the time of change.

Confidentiality

- Any information provided to me will remain confidential.
- Your personal details will only be passed on to a third party with your written consent.
- Email and the telephone are my normal methods of communication. I shall not be responsible however for the security of communications sent by me to you or others in relation to your tasks.

Liability

- Whilst I make every attempt to vet third party suppliers and contractors thoroughly, I accept no responsibility for third party suppliers or contractors under any circumstances.
- I shall not be liable to you if any document procured by me for you (e.g. theatre ticket) is subsequently found not to be genuine or if it is not accepted by any other party (e.g. theatre) as genuine. However, I shall use all reasonable endeavours to ensure that such documentation is genuine and bona fide.

Signed:.....

Name:.....

Date: