

## **Terms of Service**

Last Updated: 7 August 2023

These Terms of Service ("Terms") govern your use of AccuMinutes Solutions ("we," "our," or "us") website and the provision of minute-taking services. By accessing and using our website and services, you agree to comply with these Terms. Please read them carefully before proceeding.

### **1. Acceptance of Terms**

By using our website and engaging our services, you acknowledge that you have read, understood, and agree to be bound by these Terms. Please review them carefully before proceeding.

### **2. Services**

We offer minute-taking services to our clients. This includes the accurate transcription of meetings and the creation of meeting minutes based on provided audio, video, or other relevant materials.

### **3. Client Responsibilities**

Clients are required to provide accurate and complete information necessary for the provision of our minute-taking services. You are solely responsible for the content and accuracy of materials provided to us.

### **4. Payment**

All payment terms and pricing for our services are outlined in our service agreement. Invoices must be settled by the specified due date. Delays in payment may result in a postponement of service delivery.

### **5. Cancellation and Refund Policy**

Services can be cancelled in line with the stipulations outlined in our service agreement.

### **6. Intellectual Property**

All intellectual property rights related to the meeting minutes created as part of our services will remain with the Client. In cases where a different arrangement is desired, it must be agreed upon in writing.

### **7. Limitation of Liability**

AccuMinutes Solutions is not liable for any errors, omissions, or inaccuracies in the meeting minutes or related materials provided by us. Our liability is limited to the maximum extent permitted by law.

### **8. Privacy**

We are committed to safeguarding your personal information. All data collection, usage, and protection measures are in line with our Privacy Policy.

### **9. Amendments**

We reserve the right to modify or update these Terms at any time. Any changes will be promptly posted on our website. Your continued use of our services signifies your acceptance of any modified Terms.

### **10. Termination**

AccuMinutes Solutions reserves the right to terminate our services and access to our website for any reason, including, but not limited to, violations of these Terms.

## **11. Governing Law and Jurisdiction**

These Terms are governed by and construed in accordance with the laws of Queensland, Australia. Any disputes arising from these Terms will be exclusively resolved in the courts of Brisbane, Queensland, Australia.

## **12. Contact Us**

For any questions, concerns, or clarifications regarding these Terms, please reach out to us at: [accuminutes@gmail.com](mailto:accuminutes@gmail.com).