

Terms & Conditions



CONFIDENTIALITY

Every PRIVATE PERSONAL ASSISTANT client is provided with a Services Contract and prior to commencing any work. I am a registered “Data Controller” with the UK Information Commissioner’s Office under the UK General Data Protection Regulations.

Client’s business affairs shall not be discussed or disclosed to any third parties.

GENERAL TERMS

PRIVATE PERSONAL ASSISTANT undertakes that all work carried out on behalf of its clients is carried out with the utmost diligence and attention to accuracy.

Work is only accepted if I feel I have the ability to complete the task[s] within the time frame required.

Quotations and consultations are usually free unless otherwise stated and agreed beforehand.

Any time frame and constraints relating to any work will be clearly stated and agreed to by both PRIVATE PERSONAL ASSISTANT and its Clients.

Instructions and information can be provided and exchanged by either PRIVATE PERSONAL ASSISTANT or the Client by conventional means (e.g.; post and courier etc.), or by secure electronic data transfer of any appropriate means.

All information provided by and to either party shall be given at a reasonable time to allow either party to fulfil its obligations in all respects.

Both the Client and PRIVATE PERSONAL ASSISTANT are at liberty to terminate any agreement between them by providing two weeks’ notice.

PRIVATE PERSONAL ASSISTANT will not accept to undertake any work that is illegal or might be construed as such or is contrary to regulatory requirements and stipulations.

Any training or equipment needed for PRIVATE PERSONAL ASSISTANT to carry out work for a client will be agreed in writing and may be subject to additional client costs.

PRIVATE PERSONAL ASSISTANT endeavours to ensure regular training for its team member to follow best practice within their work.

Agreed hours of work and responses to communication will be identified and outlined in individual client's contract.

LIABILITY

PRIVATE PERSONAL ASSISTANT will hold current Professional Indemnity insurance at all times.

PRIVATE PERSONAL ASSISTANT will always attempt to provide 100 percent accuracy in its work. However, it will be the responsibility of the Client to ensure that all work completed by PRIVATE PERSONAL ASSISTANT is fully checked and reviewed to ensure that all requirements have been met and that all wording and data is correct.

PRIVATE PERSONAL ASSISTANT will only act on behalf of a client with any third party, following specific authorisation.

PAYMENT

Payment of 'one off' fees shall be within 7 days of the invoice date.

Ongoing monthly contracts shall be invoiced at the end of each month and shall be paid within 7 days of the invoice date.

Where a contract is agreed for the provision of services on a monthly retainer basis, a deposit on account of one month's retainer fee is to be paid by the Client following signing the contract and prior to commencement of the agreed services.

The above deposit[s] will be non-refundable and shall be held 'on account' and deducted from any final invoice, or refunded as appropriate, at the termination of the contract.

Agreed incidental costs and expenses will be itemised on the appropriate invoice for payment under the terms above.

Payment is to be made by direct Bank Transfer.

Overdue invoices will, at the discretion of PRIVATE PERSONAL ASSISTANT be charged at the prevailing UK Government recommended rate of interest for overdue accounts.

In the event of any agreed payments becoming overdue for any reason, PRIVATE PERSONAL ASSISTANT reserves the right to suspend the provision of all services to the client