



1. **Introduction.** By purchasing services from Bold Moves Boss, LLC or Girl Friday Virtual Office, LLC, collectively referred to as "Service Provider," you agree to be bound by these Terms and Conditions ("Terms"). Please ensure that you read these Terms thoroughly before making a purchase. If you do not agree with any part of these Terms, please do not proceed with your purchase.
2. **Scope of Services.** You are engaging Service Provider for services as described at the time of checkout and as further outlined in our Service Agreement. These may include business management support, tech stack audits, strategy development, and other services depending on your selection.
3. **Payment Terms.** Payment for services is due in full at the time of purchase unless otherwise specified. Services will only commence upon confirmation of your payment. Payments can be made through our secure payment gateway. The details of the payment schedule for ongoing services or subscriptions, if applicable, will be specified during the checkout process.
4. **Client Responsibilities.** As our client, you are responsible for providing all necessary information, materials, and feedback required for us to perform the services effectively. You must ensure that all information provided is accurate, complete, and within the legal bounds. Miscommunication or delays in providing necessary information may impact the timely delivery and quality of services.
5. **Intellectual Property.** Any deliverables created or developed for you as part of the services will be your property upon full payment of the fees due. However, we retain the right to use any developed know-how, techniques, or methodologies in the course of our business.
6. **Confidentiality.** We commit to maintaining the confidentiality of all proprietary information you provide. Similarly, you agree to keep confidential any methodologies, strategies, or approaches shared by us as part of the service delivery.
7. **Mutual Indemnification.** Both parties agree to indemnify, defend, and hold each other harmless from any claims, liabilities, losses, damages, or expenses, including reasonable attorneys' fees, arising from the performance of their respective obligations under these Terms or from any act or omission of either party or their agents.
8. **Non-Compete Clause.** Service Provider agrees not to directly solicit business from, nor to initiate business transactions with any client found in the Client's database without written authorization from



the Client. This restriction applies unless such contact is referred directly to the Service Provider by the Client or another authorized party. This clause is intended to protect the Client's business interests and relationships and underscores our commitment to respecting and upholding the integrity of our Client's business operations.

9. **Non-Disclosure.** Both parties agree not to disclose, share, or exploit for their own benefit any confidential information obtained during the provision of services, except with prior written consent from the other party. This obligation extends beyond the termination of our services and remains in effect indefinitely.
10. **Limitation of Liability.** Service Provider's liability for any losses or damages arising from the services provided shall not exceed the total fees paid by you for the services concerned. We shall not be liable for incidental, consequential, indirect, or special damages, even if advised of the possibility of such damages.
11. **Cancellation Policy.** Client may cancel their service agreement with Service Provider by providing written notice at least 25 days prior to the next billing cycle or service period. Cancellations received after this deadline will apply to the subsequent billing cycle or service period, ensuring that both parties have adequate time to adjust their plans and operations accordingly.

To cancel a service, Client must submit their request through email, kristen@boldmovesboss.com, to ensure proper documentation and processing of the cancellation. This process is designed to be straightforward to respect Client's decision while allowing for effective administrative handling.



12. Refund Policy. Service Provider strives to provide high-quality services that meet the needs of our clients. However, we understand that circumstances may change, leading to a need to cancel our services. Our refund policy is as follows:

Full Refunds: Full refunds are available if the cancellation notice is received within five (5) business days of the initial purchase and no substantive service has been performed. This is intended to give clients peace of mind when engaging with our services.

Prorated Refunds: For services canceled after commencement, refunds may not be available, or if applicable, will be prorated based on the extent of services already provided. This consideration is to account for resources already allocated and efforts expended in delivering the service up to the point of cancellation.

No Refunds: Certain services, due to their nature, may not qualify for a refund once commenced. This includes, but is not limited to, services that involve significant upfront costs, personalized or customized work, or where the service delivery is time-sensitive or date-specific. Clients are encouraged to consider these factors carefully before purchasing such services.

Refunds will be processed to the original method of payment within 10 – 14 days of the approved refund request, subject to the terms outlined above and individual processing times affected by banking institutions.

13. Modifications to Terms. Service Provider reserves the right to modify these Terms at any time. Your continued use of our services after any such changes constitutes your acceptance of the new Terms.

14. Governing Law. These Terms shall be governed by and construed in accordance with the laws of the state of Missouri or the United States of America where Service Provider is located, without regard to its conflict of law provisions.

15. Agreement to Terms. By completing your purchase, you acknowledge that you have read, understood, and agree to be bound by these Terms.