

# Terms of Service

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**Effective Date: April 2025**

**Last Updated: April 2025**

## 1. Overview

Welcome to **The Home Office Co LLC**, a registered DBA of **The Home Office Company** (referred to as “we,” “our,” or “us”). Located in Denver, CO USA

These Terms of Service (“Terms”) govern your access to and use of our website, services, and consultations — both virtual and in-person. By booking a service, submitting a form, or using this website, you agree to be bound by these Terms.

If you do not agree to these Terms, please do not use our services.

## 2. Services Provided

We offer:

- Virtual workspace consultations (Zoom or other)
- Custom home office layout plans
- In-person setup (Denver metro area)
- Workspace gear recommendations
- Productivity support materials

All services are subject to availability, client needs, and business discretion.

### **3. Eligibility**

By using our site or services, you confirm that you are:

- At least 18 years of age
- Authorized to provide the information you submit
- Using the services for lawful purposes only

### **4. Bookings & Payments**

#### **a. Booking**

Services are scheduled via our official calendar tools (e.g., Calendly, Microsoft Bookings).

You are responsible for booking the appropriate service and selecting available times.

#### **b. Payment**

Paid services (e.g., Quick Consultation, Custom Setup Plan, In-Person Setup) must be paid in full prior to service delivery.

Payments may be collected securely via third-party platforms such as Stripe, Square, GoDaddy PayLink, Zelle or PayPal.

We reserve the right to cancel unpaid bookings or reschedule due to unforeseen circumstances.

### **5. Cancellations & Rescheduling**

We understand that plans can change. We offer the following policies:

- **Virtual Consultations:**  
Rescheduling allowed up to 12 hours before the appointment.  
Cancellations made less than 12 hours before the appointment may not be refunded.
- **In-Person Appointments:**  
Require at least 24 hours' notice for cancellation or rescheduling.  
Travel fees (if any) may not be refundable.

We reserve the right to cancel a session due to illness, safety concerns, or other reasons, with a full refund or rescheduling offered.

## 6. User Responsibilities

As a client, you agree to:

- Provide accurate and up-to-date information about your workspace needs
- Be respectful and cooperative during sessions
- Ensure your space is reasonably clean and safe for in-person visits
- Not record sessions without mutual consent
- Provide a safe environment for employees for In-person visits
- Keep pets out of reach at the time of In-person visits

## 7. Results Disclaimer

We aim to improve your workspace, productivity, and comfort, but results will vary. We do not guarantee increased income, job performance, or well-being.

Our advice is based on the best practices and client-provided information.

## 8. Intellectual Property

All digital materials, plans, branding, and content we create remain the intellectual property of **The Home Office Co LLC**

You may not reuse, resell, or reproduce these materials without written permission.

Client-provided photos, layouts, or feedback may be used in our portfolio or social media (with consent).

## 9. Third-Party Tools

We may use tools like:

- Zoom (video calls)
- Tally or Calendly (forms & scheduling)
- Stripe/Square/GoDaddy's Paylinks/Zelle (payments)

You are subject to their terms as well when using our services through their platforms.

## 10. Limitation of Liability

To the fullest extent permitted by law, **The Home Office Co LLC** is not liable for:

- Any indirect, incidental, or consequential damage
- Loss of data or productivity
- Injury or property damage during in-person visits, unless caused by negligence

Our liability for any service is limited to the total amount paid for that specific service.

## **11. Termination**

We reserve the right to refuse or terminate services if:

- A client engages in abusive, threatening, or inappropriate behavior
- A service cannot be reasonably completed
- Terms are violated

Refunds for terminated sessions will be evaluated on a case-by-case basis.

## **12. Changes to These Terms**

We may update these Terms at any time. Revisions will be posted on this page with the updated date. Continued use of our services after changes constitutes acceptance.

## **13. Governing Law**

These Terms are governed by the laws of the **State of Colorado, USA**. Any disputes shall be resolved through a small claims court or arbitration in Denver, CO.

## **14. Equal Access and Non-Discrimination**

The Home Office Co. is committed to providing inclusive, respectful, and accessible experience for all clients.

We do not discriminate on the basis of race, color, religion, gender, gender identity or expression, sexual orientation, national origin, age, disability, or any other protected characteristic under applicable law.

We reserve the right to decline service only in cases of abuse, inappropriate behavior, safety concerns, or breach of these Terms.

## **15. Contact**

For questions about these Terms or your experience with us:

**The Home Office Co LLC**

Email: **[privacy@thehomeofficeco.com](mailto:privacy@thehomeofficeco.com)**

Mailing Address: P.O. Box 371282, Denver, CO 80237

Website: **<https://thehomeofficeco.com>**