

PLATINUM PRO ASSIST LLC

GENERAL TERMS AND CONDITIONS



1. Introduction

Welcome to Platinum Pro Assist LLC. By engaging our services, you agree to comply with and be bound by the following terms and conditions. Please review them carefully.

2. Services Provided

Platinum Pro Assist LLC offers a range of professional and personal assistant services, including but not limited to email and calendar management, travel arrangements, data entry, document preparation, customer service, social media management, bookkeeping, financial analysis, budgeting, and home management services.

3. Payment Terms

- Invoices: Invoices are issued monthly and are due upon receipt unless otherwise agreed in writing.
- Late Payments: Late payments may incur a late fee of 5% of the outstanding amount per month.
- Bank Payment: Payment details are provided on each invoice. Please include the invoice number and company name in the payment reference.

4. Cancellations and Rescheduling

- Cancellation Policy: Services canceled with less than 24 hours' notice may be subject to a cancellation fee of up to 50% of the scheduled service cost.
- Rescheduling: Clients may reschedule services with at least 24 hours' notice without penalty.

5. Confidentiality

Platinum Pro Assist LLC acknowledges that during the provision of services, it may receive confidential information. We agree to keep all such information confidential and not to disclose it to any third party except as required by law.

6. Liability

- Limitation of Liability: Platinum Pro Assist LLC shall not be liable for any indirect, incidental, or consequential damages arising out of or in connection with our services.
- Maximum Liability: Our maximum liability for any claim related to our services shall not exceed the fees paid by the client for the services in question.

7. Severance

If any provision of this Agreement is deemed invalid or unenforceable, that provision shall be removed, and the remaining provisions shall remain in effect.

8. Indemnity

The Client and/or its affiliates shall fully indemnify and hold harmless Platinum Pro Assist LLC, to the fullest extent permitted by law, from any and all claims, liabilities, losses, costs, and expenses arising directly or indirectly in connection with the performance by or on behalf of Platinum Pro Assist LLC of the rights and/or obligations under the Agreement and/or the rendering of any Service. This indemnification includes claims suffered or incurred by Platinum Pro Assist LLC, its employees, and/or officers in connection with the provision of Services, excluding claims resulting from negligence, willful misconduct, or fraudulent behavior (as determined by the final judgment of a competent court).

9. Termination

Either party may terminate the service agreement with 30 days' written notice. Fees for services rendered up to the termination date will be payable in full.

10. Governing Law

These terms and conditions shall be governed by and construed in accordance with the laws of the State of Florida. Any disputes arising out of or relating to these terms shall be resolved in the courts of Florida.

11. Amendments

Platinum Pro Assist LLC reserves the right to amend these terms and conditions at any time. Clients will be notified of any significant changes in writing.

12. Acceptance

By engaging Platinum Pro Assist's services, you acknowledge that you have read, understood, and agree to these terms and conditions.

Contact Information

If you have any questions about these terms and conditions, please contact us at: www.PlatinumProAssist.com