

# 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, and home watch services.

## 3. Payment Terms

- Invoices: Invoices are issued monthly and are due upon receipt unless otherwise agreed in writing.
- Platinum Pro Assist LLC reserves the right to suspend services for overdue invoices.

## 4. Confidentiality

Platinum Pro Assist LLC acknowledges that during the provision of services, it may receive confidential or sensitive information. We agree to maintain the confidentiality of such information and not disclose such information to any third party except as required by law or with the Client's prior permission.

## 5. Third-Party Services

Platinum Pro Assist LLC may coordinate with third-party vendors or service providers on behalf of the Client. Platinum Pro Assist LLC is not responsible for the performance, actions, or results of any third-party service providers.

## 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. Independent Contractor Status

Platinum Pro Assist LLC operates as an independent contractor. Nothing in this agreement shall be construed to create a partnership, joint venture, or employer-employee relationship between Platinum Pro Assist LLC and the Client.

## 8. Severability

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

## 9. 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).

## 10. Termination

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

## 11. 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.

## 12. 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.

## 13. No Legal Services

Platinum Pro Assist LLC provides administrative, operational, and support services only. Platinum Pro Assist LLC does not provide legal advice or legal services and is not a law firm. Any services performed on behalf of a Client who is an attorney or law firm are administrative in nature and are performed under the direction and supervision of the Client.

## 14. Acceptance

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