



SUMMARY POINTS
FULL TERMS OF BUSINESS & SCHEDULE OF YOUR REQUIREMENTS
WILL BE SENT/AGREED BEFORE WE START PROVIDING VIRTUAL BUSINESS SUPPORT

SANDY HEARN

TRADING AS ELITE PA SOLUTIONS

Terms and Conditions

Application of terms and conditions

1. In these terms and conditions "us" or "we" shall mean Elite PA Solutions of 37 Durrell Drive, Rugby, Warwickshire, CV22 7GW and "you" shall mean the person or entity named as the client in the Schedule.

Provision of Services

2. We shall provide you with the Services as set out in the Schedule or as agreed in subsequent email correspondence between us.
3. Our normal office hours are 9am to 5pm Monday to Friday (excluding Bank Holidays). If you request Services outside of these hours, we reserve the right to charge an additional 50% of the fees.
4. If the Services are being provided as part of a retainer, all hours worked in addition to the number of hours included in the retainer will be charged at the standard hourly rate applicable at that time (and not the retainer rate). Any hours included in a retainer not used in one month may be carried over to the next month but must be used in that following month (and if not used will still be charged).
5. All of the time that we spend working on the Services, including without limitation research, administration and communication (whether by telephone, email, fax or otherwise) will be chargeable at the applicable hourly rate.



Charges, expenses and invoicing

6. In consideration of us providing the Services to you, you shall pay to us the charges set out in the Schedule or as agreed in subsequent email correspondence between us.
7. We shall submit an invoice to you for the charges for the Services and you shall pay each invoice, in full and in cleared funds, within 7 days of the date of the invoice to the bank account specified on the invoice.
8. If the Services are being provided as part of a retainer, payment for each month is due monthly in advance and invoices will be delivered accordingly. Otherwise, we shall invoice you as soon as practicable after the last day of each month.
9. We shall invoice you on the 24th of each month. We do not currently charge VAT.
10. Without prejudice to any other right or remedy, if you fail to pay the invoice on the due date, we may charge interest on the sum from the due date for payment at the annual rate of 4% above the base lending rate from time to time of Yorkshire Bank, accruing on a daily basis and being compounded quarterly until payment is made, whether before or after any judgment and you shall pay the interest immediately on demand.
11. You shall reimburse us for all hotel, subsistence, travelling and any other ancillary expenses reasonably incurred by us in providing the Services. These expenses shall be detailed in your invoice and we may invoice you for such expenses at such times as we think appropriate.
12. All stationery, materials, postage and other administrative costs reasonably incurred by us as part of the provision of the Services will be invoiced at cost in addition to our stated charges.
13. Our charges for time spent are calculated to the minute using our flat hourly rate.

Termination

14. You may terminate the Contract by providing us with one months' written notice.

Assignment and subcontracting

15. We may at any time assign, transfer, charge, subcontract or deal in any other manner with all or any of our rights under the Contract and may subcontract or delegate in any manner any or all of our obligations under the Contract to any third party or agent.



Agreed and accepted by:

Signed

PRINT NAME

On behalf of

Date

Please feel free to contact:

Sandy Hearn

Mobile: + 44 7961 792 705

Landline: +44 1788 521 970

Email: office@elitepasolutions.com

Or Visit our website: www.elitepasolutions.com

CONFIDENTIAL