



Terms and Conditions

- Interim Business Services Limited acknowledges that it will on occasion have access to sensitive and confidential information relating to a client's business. No details on Clients or information about the work will be disclosed or passed on to a third party. Where required, we can provide a signed confidentiality agreement.
- Final proof reading is the responsibility of the Client. Any errors returned within 7 days will be amended free of charge.
- The content of the pages of the Interim Business Services website is for your general information and use only. It is subject to change without notice.
- A signed acceptance of the Booking Form or in the case of long term assignments a Contract, outlining agreed fees, scope of assignment, contact details and notice periods will be required before commencement of work.
- Written quotations are available upon request and will be valid for 3 months. I reserve the right to amend this if the scope of the assignment changes in any way.
- Whilst every care is made to ensure all documentation is scanned against virus infection, clients are advised to make sure they are fully protected by running their own anti-virus software.
- Monthly retainer packages (where negotiated) are payable in advance and prior to commencement of work.
- Work charged at an hourly rate will be invoiced on a monthly basis or at the completion of the contract, whichever comes first. A minimum charge of 30 minutes on all work will be applied. Clients will be charged to the nearest 15 minutes thereafter.
- A deposit may be requested for larger projects.



- Payment to be made in UK pounds sterling by cheque or bank transfer. Cheques drawn on a personal bank account will need to be guaranteed by a valid bankers card. If a cheque is returned by the bank, the client will be liable for any bank charges incurred.
- Invoices will show a break-down of material costs and chargeable expenses. A timesheet can be provided for those clients on monthly retainer packages if requested prior to commencement of work.
- Invoices are to be settled within 3 days from the date of the invoice. I reserve the right to charge interest of 3% per month on any amounts outstanding until the account is settled in full.