



## Basic Contract Terms & Conditions

Disclaimer: Windsor VOS does guarantee ALL of their projects and services. Any errors or omissions found within 7 (seven) days of the submission of a completed project will be corrected/amended at NO extra charge to the client. Once a final approval has been made by the client, Windsor VOS assumes no further responsibility or liability of the specific task.

The client assumes full responsibility for final proofreading of any documents after they have been submitted.

Backup copies of ANY project will NOT be housed by Windsor VOS longer than 30 days at which time any additional copies whether they are electronic or paper will be destroyed in the appropriate manner unless other terms have been agreed upon by the client and WVOS.

We ask that all clients sign a service agreement based on service expectations, limitations, special requirements and payment terms and conditions.

We respect your privacy. Any personal, private and business information obtained by WVOS will never be sold, traded, bartered or voluntarily given to a third party.

Forms of payment accepted: Visa, MasterCard, AMEX, Discover & E-Checks via PayPal, Email transfers, company checks, certified checks or money orders.

A deposit of 20% of a monthly retainer package or reserved time block will be required upon signing of agreement in order for services to commence. Remaining fees are due upon receipt of invoice based on agreed payment schedule.

Payment schedules will be negotiated and based on individual client requirements.

A \$35.00 NSF fee will be charged for ALL returned cheques. 5% GST will be added to each invoice.

All incurred incidentals including but not limited to postage, stationery, courier services, long distance phone calls, photocopying, special project supplies and any third-party services necessary to complete a project will be charged back to the client.

***\*Note: Terms & Conditions are standard practices applied to each client of Windsor Virtual Office Solutions. Specific details will be outlined within each individual contract and tailored to each client's needs and requirements.***