



## Terms & Conditions

1. These Terms & Conditions apply to any work done for the Client by the Consultant.
2. The Consultant will provide service(s) as mutually agreed, confirmed in writing by the Client.
3. The work will be carried out unsupervised at such times and places as determined by the Consultant using her/his own equipment.
4. The Consultant confirms that they are self-employed, they are responsible for their own income tax and National Insurance contributions, and for paying VAT (where applicable) and will not claim benefits granted to the Client's employees.
5. The Consultant trades as Athena Business Support and can be contacted at 07779235005 or [emma@athenabusinesssupport.com](mailto:emma@athenabusinesssupport.com)
6. An initial 30 minute Discovery Call is free of charge.
7. If the Consultant is required to attend the Client's premises, or other location, for necessary meetings, then the time spent travelling, including reasonable expenses incurred, will be reimbursed by the Client.
8. The Client will pay the Consultant an hourly rate for ad hoc work, OR an agreed fee for project work, OR an agreed monthly retainer amount.
9. All Clients will be issued an invoice at the end of each month.
10. Billable time includes meetings outside of contracted hours, and includes the writing and/or reading of correspondence sent by mail or email.
11. All postage, printing and other work-related expenses bought on behalf of the Client's business will be added to the invoice for reimbursement.



12. All project work will be delivered on or before the date agreed, for the agreed fee, which will be based on the Client's brief and the Consultant's quotation.
13. If, during the project, it becomes apparent that significantly more work is required than had been anticipated in the preliminary discussions, the Consultant may renegotiate the fee and/or the deadline.
14. Similarly, if, during the term of the Consultant's work, additional tasks are requested by the Client, the Consultant may renegotiate the fee and/or the deadline.
15. If the project is lengthy, the Consultant may invoice periodically for completed stages and/or request a deposit amount upfront before any work is started.
16. Should ongoing project work be suspended or delayed through any default of the Client, the Consultant shall be entitled to immediate payment for work already carried out and expenses incurred.
17. Final proofreading and checking of all work supplied is the responsibility of the Client.
18. Unless agreed otherwise at the outset, payment will be made within 7 days of receipt of the Consultant's invoice, according to the Late Payment of Commercial Debts (Interest) Act 1998 (amended 2002 and 2013).
19. A detailed time report can be provided upon request with the invoice.
20. All payments are to be made by bank transfer – details will be provided on the invoice.
21. No further work will be undertaken once an invoice becomes overdue.



22. Any content created by the Consultant as part of a copy-editing/proofreading/project management process will become the copyright of the Client, unless otherwise agreed.
23. The nature and content of the work will be kept confidential and not made known to anyone other than the Client and its contractors without prior written permission.
24. The Consultant guarantees that any work that they subcontracts on behalf of the Client will be completed to the same standard, schedule and budget and with the same conditions of confidentiality.
25. Under the terms of the Data Protection Act 1998, the Client and the Consultant may keep on record such information (e.g. contact details) as is necessary. Either may view the other's records to ensure that they are relevant, correct and up to date.
26. Either the Client or the Consultant has the right to terminate a contract for services if there is a serious breach of its terms.
27. This agreement is subject to the laws of England and Wales and both Consultant and Client agree to submit to the jurisdiction of the English and Welsh courts.