

TERMS & CONDITIONS

LAST UPDATED: 2ND NOVEMBER 2011

1. AGREEMENT COMMENCEMENT & RETAINER

- 1.1 OUR AGREEMENT BEGINS ONCE EITHER 50% OF THE PROJECT COST OR £100 (WHICHEVER IS LEAST) HAS BEEN DEPOSITED INTO MY ACCOUNT BY THE CLIENT.
- 1.2 IF BOTH PARTIES AGREE, THEN THE QUANTITY CAN BE LARGER THAN THE AMOUNT STATED IN 1.1.
- 1.3 THIS AMOUNT IS NON-RETURNABLE AND IS A COMMITMENT BY BOTH PARTIES TO CONTINUE THE PROJECT TO IT'S COMPLETION.

2. REFUNDS

- 2.1 IF, FOR WHATEVER REASON, EITHER PARTY WITHDRAWS FROM THE AGREEMENT BEFORE IT'S COMPLETION, THEN ANY MONEY PAID INTO MY ACCOUNT BY THE CLIENT WILL BE RETURNED AFTER DEDUCTING THE AMOUNT AGREED ON IN 1.1 OR 1.2.
- 2.2 IF, FOR WHATEVER REASON, THE CLIENT WITHDRAWS FROM THE AGREEMENT BEFORE IT'S COMPLETION, AND THE AMOUNT OF HOURS INVESTED IN THE PROJECT BY ME (AT A RATE OF £25 PER HOUR) EXCEED THE AMOUNT ALREADY PAID IN 1.1 OR 1.2, THEN THE CLIENT WILL RECIEVE AN INVOICE FOR THE HOURS WORKED.
- 2.3 THE AMOUNT INVOICED IN THE EVENT OF 2.2 WILL NEVER EXCEED THE ORIGINALLY AGREED COST OF THE PROJECT.

3. ETHICAL POLICY

- 3.1 PRIOR TO THE COMMENCEMENT OF THIS AGREEMENT, THE CLIENT MUST READ AND ACCEPT THE ETHICAL POLICY WHICH CAN BE FOUND ON MY WEBSITE.
- 3.2 I RESERVE THE RIGHT TO WITHDRAW FROM THIS AGREEMENT, IN ACCORDANCE WITH SECTION 2, UNDER THE TERMS OF MY ETHICAL POLICY.