

## Power Hour Service Terms & Conditions

These Terms & Conditions ("Terms") govern the provision of Power Hour services ("Services") by Purple Orchid Bookkeeping. Purple Orchid Bookkeeping is a trading name of JQ Business Services Ltd, a company registered in England and Wales under company number 13292483, with its registered office at 58 Wilmhurst Road, Warwick, CV34 5LN, UK ("Company"). These Terms constitute a legally binding agreement between the Company and the client ("Client") engaging the Services.

### 1. Services

1.1 The Company agrees to provide the Client with a Power Hour session as described in the service description on our website.

1.2 The Services will be provided remotely, unless otherwise agreed in advance between the Company and the Client.

1.3 The duration of each Power Hour session is approximately sixty (60) minutes unless otherwise agreed upon in writing. The date and time will be selected at the point of booking.

1.4 The Services will include: a preliminary questionnaire to be completed by the Client upon booking; the Power Hour meeting; a written follow-up by the Company. Once the written follow-up has been provided, the Services will be terminated.

1.5 The specific contents of the Services will be determined by the requirements of the Client, as described in the preliminary questionnaire, and as agreed in advance by the Company. The following are excluded from the Power Hour Service: accountancy services, data processing, audit of accounting records, tax advice.

1.6 The service is available to businesses located in the UK.

### 2. Fees and Payment

2.1 The Client agrees to pay the Company the agreed-upon fee for each Power Hour session. Fees quoted are inclusive of VAT.

2.2 Payment is required at the time of booking.

2.4 The Company reserves the right to revise its fees at any time upon providing the Client with reasonable notice.

### **3. Scheduling and Cancellation**

3.1 The Client agrees to schedule Power Hour sessions in advance, via the online booking facility, subject to the availability of both parties.

3.2 The Client may cancel or request to reschedule a session by providing at least 7 days' notice to the Company. Failure to provide such notice may result in forfeiture of all or part of the session fee.

3.3 The Company reserves the right to cancel or reschedule a session due to unforeseen circumstances. In such cases, the Company will make reasonable efforts to notify the Client and reschedule the session at a mutually convenient time.

3.4 In case of cancellation by the Company, a full refund of the session fee will be given.

### **4. Confidentiality**

4.1 The Company agrees to keep all information disclosed by the Client during the provision of the Services confidential, except where disclosure is required by law or regulation, or is authorised by the Client.

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### **5. Intellectual Property & Advice**

5.1 The Client acknowledges that all materials, including but not limited to documents, presentations, and other materials provided by the Company during the provision of the Services, are the intellectual property of the Company.

5.2 The Client agrees not to reproduce, distribute, or disclose any materials provided by the Company without the Company's prior written consent.

5.3 Advice given is valid at the time it is given. If you are implementing plans yourself at a later date you need to confirm that there have been no changes in any relevant facts or to laws and regulations that will impact on the validity of the advice.

5.4 Advice given orally should not be relied upon unless confirmed in writing.

5.5 Any advice given is for the use of the Client only. We accept no responsibility to any party who is not a party to this agreement.

## **6. Limitation of Liability**

6.1 The Company's liability for any direct, indirect, incidental, special, or consequential damages arising out of or in any way connected with the provision of the Services shall be limited to the amount paid by the Client for the Services.

6.2 The Company shall not be liable for any loss or damage arising out of or in connection with any acts or omissions of the Client or any third party.

## **7. Governing Law and Jurisdiction**

7.1 These Terms shall be governed by and construed in accordance with the laws of England and Wales.

7.2 Any disputes arising out of or in connection with these Terms shall be subject to the exclusive jurisdiction of the courts of England and Wales.

## **8. Entire Agreement**

8.1 These Terms constitute the entire agreement between the Company and the Client with respect to the provision of the Services and supersede all prior agreements and understandings, whether oral or written.

## **9. Amendments**

9.1 These Terms may be amended or modified only by a written agreement signed by both parties.

9.2 Payment by the Client constitutes engagement of the Company's Services and confirmation that the Client agrees to be bound by these Terms & Conditions.