

Consultation

The initial consultation is free, and I am happy to meet with you in person, or by Zoom call, there is no obligation to continue with the work if you think my services are not for you.

Costs

My hourly rate or package will be clearly set out for you at the outset. If the work is an ongoing project then I will give you an estimate of the cost of the work and I will keep you regularly informed of the amount of hours I have worked.

Payment

All my charges are exclusive of VAT. Payment for my work is required within 14 days, payment by bank transfer is preferred. If the work involves me in a large amount of sundry expenses ie printing, stationery or postage, I will require this to be paid before the start of the work.

Working Hours

I work very flexibly but I am normally available Mon-Fri 9 am to 5 pm. In certain circumstances it is possible for me to work outside of these hours by prior agreement.

Contract

You will be asked to sign a short agreement that lists the work required and details my full terms and conditions.

Your Information

I use the very highest levels of security on my IT systems and always treat my client's data with the utmost care. I work within the guidelines of the Information Commission. I would never pass on your data to a third party. However, I may at certain times email you regarding my services. Please see my privacy policy and privacy notice for full details.

Providing information

When I have negotiated to do work for you, I would normally expect you to provide me with the necessary information to carry out the work within 7 days unless a different timescale has been agreed at the start of the contract.

If you require any further information, please do not hesitate to contact me.