

SmartSolutions Virtual Assistant Services

Terms and Conditions:

1. Service Agreement:

- All services provided by SmartSolutions Virtual Assistant Services are subject to a service agreement outlining the scope of work, timelines, payment terms, and any additional terms agreed upon by both parties.
- Clients are required to review and sign the service agreement before the commencement of services. Any modifications or amendments to the agreement must be agreed upon in writing by both parties.

2. Payment Terms:

- Payment for services is due in advance, as outlined in the service agreement. Payment methods accepted include credit card, PayPal, or bank transfer.
- Late payments beyond the specified due date may result in additional fees or penalties, as outlined in the service agreement. Failure to make timely payments may result in suspension or termination of services until payment is received.

3. Confidentiality:

- SmartSolutions Virtual Assistant Services respects the confidentiality of client information and ensures that all data and communication are handled securely and in compliance with applicable privacy laws.
- We require all team members to sign non-disclosure agreements (NDAs) to protect client confidentiality. Any breach of confidentiality will result in immediate termination of the team member's contract and may lead to legal action.

4. Service Cancellation:

- Clients may cancel services at any time with prior notice as outlined in the service agreement. Notice period for cancellation may vary depending on the service package and agreed terms.
- Refunds for prepaid services will be prorated based on the unused portion of the service term. Any outstanding fees or charges incurred up to the cancellation date must be settled in full.

5. Breach of Terms:

- Any breach of the terms and conditions outlined in the service agreement, including non-payment, misuse of services, or violation of confidentiality, may result in penalties, suspension, or termination of services.

- SmartSolutions Virtual Assistant Services reserves the right to take appropriate legal action to recover damages or enforce compliance with the terms of the service agreement.