



Capital Captions

Terms and Conditions for Typing Services

The client accepts the following terms and conditions upon submission for a service:

- 1 Terms of Service:** Capital Captions typing services will provide the service agreed upon between Capital Captions (the proprietor) and the Client. Capital Captions will not accept liability for failing to supply services through an act of God, electricity supply issues, severe internet communication failures or any issue as consequence of events outside of Capital Captions control. Capital Captions will endeavour to carry out your agreement however even in the unlikely event that this does happen.
- 2 Confidentiality:** All Capital Captions staff are required by law to sign a Confidentiality Agreement between the typist and the Company. The Confidentiality Agreement states that they will not disclose any information revealed by the client to a third party or use any information for their own benefit. All information provided by a Client to Capital Captions is for the sole use of Capital Captions and will not be disclosed to any third parties. Capital Captions the proprietor) also signs a Confidentiality Agreement to be withheld between Capital Captions and the Client.
- 3 Payment:** Capital Captions payment terms are 30 days from the date of invoice. Any late payments will be followed up with an email reminder and a telephone contact attempt. Payments are to be made by bank transfer, credit card or cheque to Capital Captions. For individuals not acting on behalf of a company, advance payment may be required before commencing work.
- 4 Late fees:** Capital Captions reserve the right to charge 8% above the Bank of England base rate for any late payments. If any outstanding amounts remain unpaid after the period of specified on the invoice, Capital Captions reserves the right to discontinue, withhold or suspend products or services to the customer and/or its customers to whom such unpaid amounts relate.
- 5 Notification of Change:** Capital Captions reserves the right to change or amend prices as deemed necessary, providing the client with 14 days' notice before change.
- 6 Data protection act:** Capital Captions is registered with the Data Protection Act, which ensures our clients privacy, and that no confidential information is disclosed to third parties.
- 7 Termination of contract:** This Contract can be terminated by the Client at any time providing any monies owed to Capital Captions are paid in full.

Signature:

Date: