

Terms and Conditions

Effective Date: November 14, 2024

Welcome to **My Business Alternatives!** These Terms and Conditions govern the services provided by **My Business Alternatives** and outline the responsibilities and rights of both parties.

By engaging our services, you agree to these terms.

1. Services Offered

We provide:

- Virtual Assistant Services
 - Website Design
 - Content Creation
 - Tax Preparation
- Additional services may be discussed and agreed upon in writing.

2. Engagement and Payment Terms

2.1 Virtual Assistant Services:

- Hourly rate: \$25/hour (minimum of 10 hours per month).
- Monthly retainers must be prepaid.

2.2 Website Design and Content Creation:

- Project quotes are provided before the start of work.
- A 50% deposit is required upfront, with the balance due upon project completion.

2.3 Tax Preparation:

- Fees are agreed upon before services begin and must be paid in full before submission to the IRS.

2.4 Late Payments:

- Payments not received within 7 days of the due date may incur a late fee of 15%.

3. Cancellations and Refunds

3.1 Cancellations:

- Virtual Assistant retainers require a 30-day cancellation notice.
- Website Design/Content Creation: Cancellation will result in a forfeit of the deposit.
- Tax Preparation: Once tax forms are submitted to the IRS, no cancellations are permitted.

3.2 Refunds:

- All payments are non-refundable, except in cases where services are not initiated.

4. Client Responsibilities

- Provide accurate and timely information required for the services.
- Maintain open communication for project timelines.
- Failure to communicate or provide necessary details may result in termination of services.

5. Confidentiality

We ensure that all client information, documents, and data remain confidential and will not be disclosed to third parties without prior consent, except as required by law.

6. Intellectual Property

- Ownership of website designs and content is transferred to the client upon full payment.
- Any materials provided by the client remain their intellectual property.

7. Limitation of Liability

We are not responsible for:

- Errors resulting from incomplete or inaccurate information provided by the client.
- Delays are caused by circumstances beyond our control.
- Losses resulting from decisions based on our tax preparation services.

8. Termination of Services

Services may be terminated by either party:

- With 30 days' written notice (for ongoing services).
- Immediately in cases of breach of these Terms and Conditions.

9. Dispute Resolution

Any disputes arising out of these terms will be resolved through mediation first. If mediation fails, disputes will be handled in [Insert Jurisdiction].

10. Changes to Terms

We reserve the right to update these Terms and Conditions at any time. Changes will be communicated via email or updated on our website.

11. Contact Information

For questions about these Terms and Conditions, please contact us at:

My Business Alternatives

Email: support@mybusinessalternatives.com

Phone: (888) 581-5235