

@SECRETARIAL

For all your outsourcing needs

Terms & Conditions

At-Sec, @Secretarial and At-Secretarial are trade names for Legend Aspect Limited and Elena Corlett.

Secretarial or Personal Assistant service charges will be applied to all work undertaken and will be charged weekly or in advance in the form of a "deposit" or "credit reserve".

Upon signing-up to our services, you will be required to pay a deposit. The deposit will be 20% of a reasonable estimate of services requested with a minimum of 1 hour.

The first weeks invoice will be raised less the value of the "deposit" paid.

Upon signing-up to our services, you can choose to deposit into your own "credit reserve". The amount of your "credit reserve" is up to you but it must be a reasonable estimate of work you will want undertaken on a (minimum) weekly basis.

An invoice will be raised to the value of the "credit reserve" as specified by and a Credit Note supplied on completion.

For credit work, our on-going services will be drawn-down from a "credit reserve" as and when work requested by you has been completed by us. As the "credit reserve" is reduced, At-Sec will invoice you to make a top-up to your "credit reserve".

No draw-downs will be made to your "credit reserve" for any unused funds - the balance remains yours.

You may cancel your "credit reserve" at any time. The balance of any funds outstanding to you will be return to you immediately.

We accept two methods of payment: 1) Direct Bank Transfer or 2) BACS

Our service charges are listed on our Charges Page. Discounts may be offered for large work projects and quotations will be provided for specialist work such as website design, web graphics and web hosting.

We accept e-mail sound file attachments in the form of DSS, WAV, WMA, and MP3 audio files. We have Microsoft Security Essentials virus checks operating at all times. Should our system of virus checking indicate a problem with anything sent to us, we will NOT open the file and will therefore NOT be able to complete the required work. We will notify you should this occur.

All work we send out via e-mail attachment will be virus checked but we cannot guarantee total security in this respect. It is therefore expected that you will have your own virus checking process which will serve to keep this eventuality to a minimum. We will not be held responsible for any virus sent to you from our system and we will not be held liable for any detrimental effect to your IT system or business whatsoever.

Finally, we are here to assist you in your day-to-day business. We have tried very hard to make this process as easy and time effective as possible. We understand the rigors of daily administration and are here to take the strain.

Thank you.