

## **Terms & Conditions:**

☺ Payment is due IMMEDIATELY upon delivery of the completed document or, in the case of large projects, incremental payments will be due upon completion of SUB-SEGMENTS of the project as agreed upon at the start.

☺ Payment may be made via business check, money order or cashier's check made payable to Metropolitan Association of Legal Secretaries. A deposit of 1/2 the estimated project cost may be required up front to begin the work.

☺ A verbal estimated project fee will be provided before acceptance of the project (or, a written estimate will be provided *upon request*).

☺ All errors in a completed project are the client's final responsibility. Any errors on the part of Metropolitan Association of Legal Secretaries will be corrected without additional charge within 2 days of project completion, or 7 days for very large projects.

☺ Metropolitan Association of Legal Secretaries is not liable for the final purpose of documents either edited or produced by us.

☺ Clients are responsible for the appropriate use of their documents and for following plagiarism laws, publishing requirements, and copyright laws.

☺ Metropolitan Association of Legal Secretaries is not responsible for the content of any document supplied to them.

☺ Metropolitan Association of Legal Secretaries retains the right to reject work for any client which involves material Metropolitan Association of Legal Secretaries finds to be immoral, objectionable, or illegal.

☺ Should any errors be found in the work, Metropolitan Association of Legal Secretaries is only liable for the cost of the project. No further liability is acknowledged.

☺ All incoming emails, files, or disks will be scanned for computer viruses. *However*, we will not open emails with unsolicited attachments or emails which do not include any message in addition to the attachment unless the client tells us ahead of time to expect such an email.

## **Confidentiality:**

☞ We acknowledge confidentiality as an important issue for clients. We will be happy to sign any non-disclosure or confidentiality agreement a client requires.

☞ We will protect the confidentiality of all client information along with their business interests.

☞ We will not use our client's resources for any personal or business gain.