



D & L Secretarial Services

A virtual solution to your administration needs

TERMS & CONDITIONS

Order Acceptance

All orders are subject to acceptance by D&L Secretarial Services ('D&L')

D&L will issue written confirmation upon acceptance of all orders.

Payment for service

D&L shall issue an invoice in accordance with the agreed quotation supplied prior to the commencement of the work or supply of the service.

Payments are due within 14 days from the date of invoice unless other written agreements are in place.

Cancellations

Cancellation of any order must be provided in writing.

D&L reserve the right to invoice the client for any work completed and any materials specifically ordered prior to the cancellation of an order

Use of services

D&L products and services may only be used for lawful purposes.

The client is solely responsible for the appropriate and lawful use of any document produced by D&L.

D&L does not accept any liability for any loss or damage caused resulting from services provided or documents produced.

Although D&L carefully check all work for errors, the responsibility for the content and accuracy of any document produced by D&L rests with the client. D&L will rectify any errors free of charge providing they are notified within a reasonable period of time.

Supply of services

D&L does not accept liability for failing to supply services through acts of God, fire, electricity, supply problems or problems with telecom links or any other reason caused beyond our control.