

# moneypenny

Instruction Form for Admin Services

Virtual Assistance

Name:

Address:

Contact Tel:

Email:

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Description of project:

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Timeframe for completion:

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Preference for return of work:

- Hard copy by Post\*
- Hard copy by Fax
- Email copy
- CD by Post\*
- Floppy disc by Post\*
- Other (please specify)

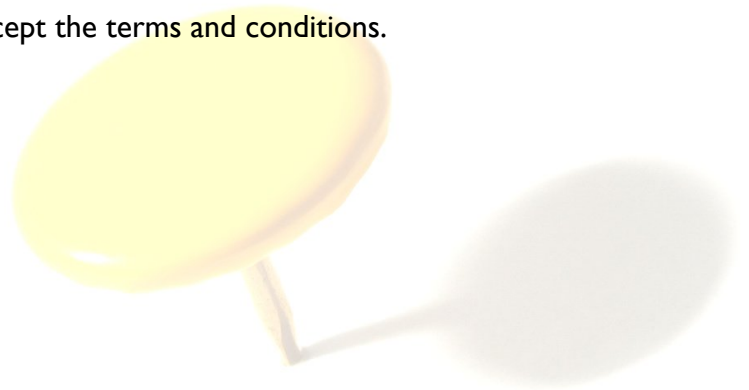
\* Postage and discs charged at cost.

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I confirm that I have read and accept the terms and conditions.

Signed:

Dated:



Please email, fax or post this form back to Moneypenny Virtual Assistance



## TERMS AND CONDITIONS

If the assignment changes from the original agreement both parties must agree the differences in writing detailing the changes in assignment and fees.

Credit/debit card payments are not currently accepted. Payment should be made by cheque made payable to "Ruth Evans".

Moneypenny Virtual Assistance Limited requires payment within 14 days of an invoice becoming due. Failure to make payment within this timeframe will result in interest being charged. Any costs incurred as a result of instructing a solicitor or collection agency will be charged to the client.

Disbursements are charged separately at cost.

Final proof reading is the responsibility of the client.

Moneypenny Virtual Assistance Limited reserves the right to refuse any assignment without explanation.

Moneypenny Virtual Assistance Limited will archive assignments for 18 months however Moneypenny Virtual Assistance Limited does not accept responsibility for accidental damage, theft or destruction by fire.

All prices are subject to change however any quotation will be honoured until the expiry date specified.

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