# Terms and Conditions for [name of service]

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Effective Date: **[**DATE**]**

Parties: This agreement is between **[**(name of Company) whose registered office is at (registered office details)**]** OR **[**(name of sole trader) of (business address)] (“Service Provider”) and **[**(name of Charity) whose registered office is at (registered office details(“Client”).

## 1. Scope of Services

1.1 The Service Provider will provide **[**name of service**]** as outlined in the agreed [Blume Proposal] **OR** [attached proposal document]

1.2 Services are advisory in nature unless explicitly stated otherwise in writing.

## 2. Fees

2.1 The agreed fee is outlined in the Blume proposal.

2.2 The fee covers the defined deliverables, as agreed. Additional work outside the scope will need to be agreed upon separately in advance.

## 3. Payment Terms

3.1 Payment must be paid in accordance with the Blume terms.

3.2 Services will not commence until payment has been received by Blume.

## 4. Term and Termination

4.1 This agreement begins on the Effective Date.

4.2 Either party may terminate the agreement with [30/60/90] days’ written notice.

4.3 The Service Provider may terminate immediately in cases of:
- Breach of confidentiality or misuse of services
- Any behaviour deemed unethical or discriminatory

## 5. Confidentiality

5.1 Both parties agree to maintain strict confidentiality regarding any sensitive or personal information shared during the term of the engagement.

5.2 The Service Provider [is registered with the ICO and] complies with UK GDPR and data protection regulations.

## 6. Limitation of Liability

6.1 Advice and guidance provided is based on best practice at the time of delivery. It is the Client's responsibility to act on this advice appropriately.

6.2 The Service Provider shall not be liable for any indirect or consequential loss or damage, , arising from the use of services provided.

## 7. Client Responsibilities

7.1 The Client agrees to:
- Provide accurate and timely information as requested
- Cooperate in good faith and in a timely manner
- Respect the professional boundaries of the engagement

## 8. Service Provider Responsibilities

8.1 The service provider agrees to:
- Deliver the services as described in the proposal document
- Deliver the services in a timely manner
- Respect the professional boundaries of the engagement

## 9. Intellectual Property

9.1 Any documentation, policies, templates, or materials created by the Service Provider remain the intellectual property of **[**Name of Company/Name of Sole Trader**]** and are licensed to the Client for internal business use only.

## 10. Governing Law

10.1 This agreement shall be governed by and construed in accordance with the laws of England and Wales.

9.2 Any disputes arising shall be subject to the exclusive jurisdiction of the English courts.

SIGNED:

[NAME of client]

For and on behalf of: **[**Name of Company/Name of Sole Trader**]**.

Date:

SIGNED:

[NAME of service provider]

For and on behalf of: **[**Name of Company/Name of Sole Trader**]**.