

BODI MORSE

Personal Assistant

Contact details:

Address: 8 Marine Drive, Seaford, BN252RS

Mobile: 07887364259

Email: bodi@bodimorse.uk

Off Premises Contract

Client

Name:

..

Client Address:

.....

.....

.....

Contact

Numbers:

...

Service(s) required:

.....

.....

Hours/ times per

week:

.....

Hourly Charges:

Start:

Total Charge for a 4 week period:

.....

Additional Charges: (e.g. mileage)

.....

Start date:

Does the client wish to be invoiced? Yes / No

Provided with a receipt? Yes / No

How does the client wish to pay? cash/cheque/ bank transfer

Weekly/Monthly

Termination:

.....

Key(s) Held? Yes / No **Key Safe Used?** Yes / No

If Lifeline is in situ, does the client require them to contact me? Yes / No

.....

.....

In the event of Bodi Morse being unexpectedly ill, or unable to attend due to unforeseen circumstances etc, is there someone that needs to be contacted?

.....

.....

A complaint handling policy is attached.

I comply with the Support with Confidence Code of Conduct, which can be found at <http://www.eastsussex.gov.uk/business/eastsussex/supportwithconfidence/codeofconduct.htm> or I can provide you with a copy on request.

All businesses are required to inform their consumers of approved ADR bodies for the purposes of the Alternative Dispute Resolution for Consumer Disputes (Competent Authorities and Information) Regulations 2015. These can be found at <https://www.businesscompanion.info/en/quick-guides/consumer-contracts/alternative-dispute-resolution>

In the event of an unresolved dispute, I would be happy to consider any Approved Alternative Disputes Resolution body appropriate to the provision of Personnel Assistant Services.

Client Signature.....

Date:

Provider Signature.....

Date:

Instructions for cancellation for services

Right to cancel

You have the right to cancel this contract within 14 days without giving a reason.

The cancellation period will expire after 14 days from the day of the conclusion of the contract.

To exercise the right to cancel, you must inform me: **Bodi Morse** 8 Marine Drive, Seaford, BN252RS, 07887364259, bodi@bodimorse.uk of your decision to cancel this contract by a clear statement. You may use the attached cancellation form, but it is not obligatory.

You can also electronically fill in and submit the cancellation form or any other clear statement on my website **www.bodimorse.uk**. If you use this option, we will communicate to you an acknowledgement of receipt of such a cancellation on a durable medium (e.g. by email) without delay.

To meet the cancellation deadline, it is sufficient for you to send your communication concerning your exercise of the right to cancel before the cancellation period has expired.

We will make any reimbursement, if applicable, without undue delay, and no later than 14 days after the day on which we are informed about your decision to cancel this contract. We will make the reimbursement using the same means of payment as you used for the initial transaction, unless you have expressly agreed otherwise; in any event, you will not incur any fees as a result of the reimbursement.

If you requested to begin the performance of service during the cancellation period, you shall pay us an amount which is in proportion to what has been performed until you have communicated to us your cancellation from this contract, in comparison with the full coverage of the contract.

Cancellation Form

To **Bodi Morse, 8 marine drive Seaford BN252RS, ph.07887364259 or bodi@bodimorse.uk**

I/We hereby give notice that I/We cancel my/our contract for the supply of the following service:

Ordered on:

Name of consumer(s),

Address of consumer(s),

Signature of consumer(s) (only if this form is notified on paper),

Date: