

## **Terms and Conditions for Freelance Consultancy Services Online**

### **1. Acceptance of Terms**

By using this website and engaging our consultancy services, you agree to these Terms and Conditions. If you do not accept these terms, please discontinue use of this site and services immediately.

### **2. Services Provided**

We provide freelance consultancy services as described on our website and in our communications. Specific deliverables, timelines, and service details will be agreed upon per project and confirmed in writing.

### **3. Payment Terms**

- A non-refundable deposit is required before consultation meetings online and service startup which will be stated on a service contract.
- Payment must be made using (credit/debit card, Payment links, bank transfer or as directed), in (EURO) and an invoice will be sent to clients.
- Consultation fees are Non- Refundable once the confirmation email is sent to clients.

### **4. Confidentiality**

Both parties agree to keep confidential all sensitive information exchanged during the consultation work. This obligation continues even after the project ends.

### **5. Cancellation**

- The deposits mentioned are non-refundable.
- If the client cancels after work has started, payment for completed work is owed.

### **6. Limitation of Liability**

We are not liable for any indirect or consequential damages arising from the use of our services. The client's sole remedy is limited to the amount paid for services rendered.

### **7. Acceptance and Contact**

By using this website and engaging our services, you agree to these Terms and Conditions. For questions, contact us at [info@docunavia.net](mailto:info@docunavia.net) .