



Terms and Conditions

Terms and Conditions Business Mind Reflections All contract agreements are made solely between the Client, "You" (the party to whom the Company provides services) and "Business Mind Reflections". All affiliate partner agreements are made solely between the affiliate partner and Business Mind Reflections Definition These Terms of Business services should be read in addition to the Invoice or affiliate partnership agreement given to you at the time of signing. These terms set out, amongst other things, the services Business Mind Reflections will provide to you ("Works") and the fees which will be charged ("Fees"). Additional defined terms are set out below. Business Mind Reflections will offer you service with sufficiency, and satisfaction. These Terms of Business constitute the entire agreement, in addition to the invoice received for Business Mind Reflection services. Any additional work not specified in the invoice, must be authorized by written notice signed by You (client) and Business Mind Reflections, and may result in additional changes to Fees not previously mentioned. Business Mind Reflections shall be abbreviated to say; BMR Fees Payment of $\frac{1}{2}$ of the fee is due from you (client) for all services rendered. THIS DOES NOT APPLY TO THOSE WHO ARE AFFILIATE PARTNERS WITH BUSINESS MIND REFLECTIONS. Payment from affiliate partners are due upon receipt of the invoice. The Balance of any payment is due by you (client) upon receipt of the invoice once the job is completed. A list of all client services and fees will be included on invoices received by the client from BMR If you request changes to the service or services you requested, Business Mind Reflections reserves the right to revise the invoice. If the work to be done is shortened, delayed, cancelled or terminated early by you, the final invoice will include the balance of the Fees for providing the Works plus any reasonable costs and disbursements incurred by Business Mind Reflections due to your acts or omissions. For example, you shall be liable for all the costs incurred by Business Mind reflections If you dispute, deem incorrect or inaccurate any invoice BMR must be notified, in writing, within 48 hours of receipt. Failure to do so renders any future claim inadmissible. For BMR to remain in business, payments must be made promptly Additional Terms: Business Mind Reflections recommends that you retain copies and backups of all materials, data or information provided to and from Business Mind Reflections. The abbreviation BMR may be included on invoices, contracts or correspondence received by client Services of work will be terminated if payment is not received Invoices can be

terminated for any reason by BMR with written notice via mail or email Forms, invoices, contracts, correspondence belonging to BMR and given to the client cannot be used or duplicated for or by the client or affiliate partner for any reason There will be a \$35 charge for all returned checks Client will have 30 days to review completed work and re-submit for changes Re-submitted work requests after 30 days may incur an additional charge set by BMR All Clients and Affiliate Partners agree to abide by all terms and conditions set forth in the Invoice and this agreement Client will have 48 hours once invoice is signed to cancel. A full refund of ½ deposit will be received at that time. If work begins after 48 hours of signing the contract, client will not be entitled to a refund of ½ of the deposit paid. BMR will suspend or postpone work if by any reason BMR is unable to do the completed work for the client due to acts of God, Fires, Hurricanes, Tornados, Theft of supplies, War, Issues in obtaining information from client, or any other cause which may hinder the work being done Confidentiality and Intellectual Property All information you provide BMR will be regarded as confidential to the extent that it is not in the public domain, but you should advise BMR if any information is particularly sensitive. BMR will not divulge any confidential information obtained from you otherwise than in accordance with your instructions. You unconditionally guarantee that any elements of text, graphics, photos, designs, trademarks, or other artwork (including all associated intellectual property) furnished by You (or on Your behalf) to BMR for inclusion in the Works are owned by You, or that You have permission from the rightful owner to use each of these elements, and will hold harmless, indemnify, and defend BMR from any claim or suit arising from the use of such elements furnished by You. All Recommendations given by BMR are for your use only and are not to be disclosed or reproduced to third parties without the prior written consent of BMR. BMR shall not be liable for any consequential or indirect loss suffered by you whether such loss arises from a breach of contract or tort or in any other way (including losses arising indirectly or consequentially from BMR's negligence). Compensation for any direct losses arising under this agreement shall be limited to the value of the current Project Definition Electronic Communications During this matter, we may wish to communicate electronically with one another. The electronic transmission of information cannot be guaranteed to be secure or error-free, as it will be transmitted over a public network, and such information could be intercepted, corrupted, lost, destroyed, arrive late or incomplete, or otherwise be adversely affected or unsafe for use. I agree to use reasonable procedures to check for the most recently known viruses before sending and receiving information electronically, and I recognize that such procedures cannot be a guarantee that transmissions will be virus-free. I shall be responsible for protecting my own interests in relation to electronic communications. Neither of us shall be liable to the other on any basis, whether in contract, tort (including negligence) or otherwise, in respect of any damage or loss arising from or in connection with the electronic communication of information between us.

Date _____:

Print Name: _____

Sign Name: _____