



About you and your business

- | | |
|---------------------------|-------|
| 1. Client business name: | Enter |
| 2. Client contact name: | Enter |
| 3. Job title: | Enter |
| 4. Client postal address: | Enter |
| 5. Client email address: | Enter |
| 6. Client phone number: | Enter |

About us

- | | |
|--------------------------|--------------------------------|
| 7. Our business name: | HMVirtualAssistant |
| 8. Our contact name: | Helen McCallan |
| 9. Job title: | Virtual Assistant / Owner |
| 10. Our contact details: | helen@hmvirtualassistant.co.uk |
| 11. Our phone number: | N/A |

About the work

- | | |
|---|--|
| 12. Description of SERVICES and outcomes: (brief/specification) | Enter |
| 13. Personal data processing – does the work require us to process personal data about anyone other than you? | Please choose Yes or No |
| 14. Timelines/key dates: | <i>e.g. start date, completion date etc.</i> |
| 15. Usual working hours: (if not specified on our web site) | <i>Flexible</i> |
| 16. Communication channels: | <i>Email</i> |
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UK BOOKING FORM

About PAYMENTS

17. Fee:	<i>e.g. retainer, hourly rate, project rate etc.</i>
18. PAYMENT terms and preferred method:	<i>e.g. deposits, payment in advance, staged payments, due date, paid by BACS, direct debit etc.</i>
19. Expiration date of prepayments or unused retainer time:	<i>e.g. prepayments expire after 90 days, no carry forward of unused retainer time etc.</i>
20. Basic hourly rate for additional work beyond original BOOKING:	£30.00
21. Out of hours' rate: for work required outside normal hours	N/A
22. Urgent work rate: for work given at less than 24 hours' notice	£40.00
23. Additional charges for PAYMENTS made by other methods:	N/A
24. Late PAYMENT interest rate:	10%
25. Purchase Order (PO) number: if we'll need a PO for you to pay our invoice, please enter the number here.	Enter

Final important subjects

26. Our Data Privacy Policy can be found at this link:	www.hmvirtualassistant.co.uk
27. Insurance: level of cover	£100,000
28. Notice period: (if applicable)	4 weeks
29. Special terms for this BOOKING:	Enter
30. Our main TERMS can be found at this link or attached to this form:	www.hmvirtualassistant.co.uk
31. The country's courts that will exclusively handle disputes we can't resolve amicably is:	England and Wales
32. Please accept this BOOKING by:	<i>e.g. Enter Date</i>



UK BOOKING FORM

If this BOOKING means we will be working on personal data about any clients, prospects, suppliers, or other people, please provide us with a Data Processing Agreement (DPA) or help us complete a Data Processing Form.

Accepting this BOOKING creates a legal agreement made up of the terms set out above and our TERMS and (if applicable) the completed DPA or Data Processing Form.

Our AGREEMENT begins when you sign and return this BOOKING or you tell us to start work, preferably in writing.

Client

Your signature

Print name

Enter

Your business name

Enter

Date

Enter

Us

Our signature

Print name

Helen McCallan

Our business name

HMVirtualAssistant

Role

Director

Date

Enter