

TERMS & CONDITIONS

- Moom NZ Limited shall keep any work undertaken confidential and not use it for personal gain or promotion without written consent of the client.
- The business affairs of the Client shall not be discussed or disclosed to any third parties without prior written permission from the Client.
- The parties expressly acknowledge that this agreement does not create an exclusive relationship between the parties. Moom NZ limited is free to engage with others to perform services of the same or similar nature to those provided to the client. (If required seek independent legal advice)
- The Client will be the legal owner and will hold intellectual copyright of all work undertaken for the client by Moom NZ Ltd
- Initial twenty-minute consultation is complimentary by phone or virtual.
- Final proofreading and checking of all work supplied is the responsibility of the client.
- The Client understands Moom NZ Limited and their associate's estimated time and cost for completing the work is an informal calculation and that any adjustments to the amount of work, schedule and/or the number of hours and fees is subject to review and renegotiation with the client when necessary.
- Should ongoing project work be suspended or delayed through any default of the client, Moom NZ Limited shall be entitled to immediate payment for work already carried out and expenses incurred.
- If the project is based on an hourly rate, then a minimum invoice amount is for one hour and the hourly rate is then billed in increments of 30 minutes, with time rounded up to the nearest half of an hour.
- Clients will be invoiced either after an individual assignment is completed or on an ongoing weekly basis.
- Invoices are to be settled within seven (7) days upon the delivery unless otherwise agreed. The final invoice shall include billable time, reimbursable expenses, and any other fees related to the work.
- Billable time includes meetings and calls outside of contracted hours, and includes the writing and/or reading of correspondence sent by mail or email.
- All postage, printing and other stationery expenses bought on behalf of the Client's business will be added to the invoice for reimbursement. Any large purchases will need to be paid by the client directly to the supplier, or prepayment to Moom NZ Limited.
- Any additional equipment and / or software required to carry out the clients tasks are at the expense of the client and must be provided before work commences.
- Payment to be made by bank transfer.
- Either the Client, Moom NZ limited or their associates have the right to terminate a contract for services if there is a serious breach of its terms.
- Once an invoice becomes overdue, no further work will be undertaken or completed.
- Moom NZ Limited is an independent contractor and neither party has any power, right or authority to bind the other, or to assume or create any obligation or responsibility, express or implied, on behalf of the other or in the others names.
- Moom NZ Limited will aim to complete tasks within a timely manner, any tasks that are time specific must be arranged with Moom NZ Limited via email or phone.
- Moom NZ Limited must be fully compensated for any damages occurred as a result of providing services with the client.
- The clients account will incur \$10.00 late payment for any outstanding balance outside of their agreement.
- All prices exclude GST
- The client reserves the right to terminate services at any time but the current weeks work will be billed in full and must be paid within 7 days of invoicing.
- The Client agrees to not make public or private disparaging statements about Moom NZ Limited whether online or by any other means and instead will first attempt to resolve an issue with Moom Limited.