

Terms and Conditions

1. Introduction

These Terms and Conditions ("Terms") govern your use of Great Minds for Business ("Company") services. By engaging with our CV writing and related services, you agree to abide by these Terms. If you disagree, please refrain from using our services.

2. Services Provided

- The Company provides professional CV/resume writing, cover letter creation, LinkedIn profile optimisation, career coaching and other related services. Specific details and deliverables will be outlined in the service chosen by the client via email.

3. Client Responsibilities

- **Accuracy of Information:** Clients must provide accurate, complete, and up-to-date information for the development of their CVs, cover letters, LinkedIn profiles or related documents.
- **Timely Responses:** Clients are expected to respond to communication and feedback requests promptly to ensure timely service delivery.

4. Service Process

- Upon email confirmation, work on your CV begins within the timeframe specified via email or message.
- Drafts will be shared for review and feedback as applicable.
- Revisions will be completed within an agreed-upon revision period that would be communicated.

5. Payment and Pricing

- Payment must be made in full unless otherwise agreed in writing
- Prices are agreed via message
- All payments are non-refundable unless otherwise stated (see Section 6)

6. Refund Policy

Refunds are only issued under the following circumstances:

- No work has commenced, and the client cancels the order within 24 hours of payment.
- Refund requests must be made in writing, including reasons and supporting details.

7. Revisions

- Clients are entitled to up to **6 rounds** of revisions within the standard working period.
- Revisions must be requested within **2 days of receiving the first draft**.
- After the initial project has been finished, additional minor and major revisions beyond two months of the final delivery **will incur additional charges**.

8. Confidentiality and Data Protection

- The Company ensures that all personal and professional information provided by the client is kept confidential and used solely for service delivery.
- Data is stored securely and will not be shared with third parties without consent.

9. Intellectual Property

- The final CV and associated documents are the property of the client.
- The Company retains the right to use anonymised samples for marketing purposes unless the client explicitly requests otherwise.

10. Liability

- The Company is not liable for any job offers, interviews, or employment outcomes resulting from the use of the CV, coaching, cover letter or related services.
- The Company is not responsible for inaccuracies in the CV resulting from incorrect or incomplete information provided by the client.

11. Termination of Services

- The Company reserves the right to terminate services if the client violates these Terms or engages in abusive or inappropriate behaviour.

12. Governing Law

- These Terms shall be governed by and construed in accordance with the laws of the United Kingdom.

13. Amendments

- The Company reserves the right to amend these Terms at any time. Updates will be communicated through our website or via email.

14. Contact Information

For any questions or concerns, please contact us: Grace@greatmindsforbusiness.com