

Atlas Virtual Assistants

Terms of Service

1. Introduction

These Terms of Service (“Terms”) govern your use of Atlas Virtual Assistants (“Atlas,” “we,” “our,” or “us”). By engaging our services, you agree to comply with these Terms.

2. Services

Atlas provides Virtual Assistant staffing and support services. Specific services, hours, and scope will be agreed upon separately between Atlas and the client.

3. Client Responsibilities

Clients agree to provide clear instructions, necessary access to tools, and timely communication. Atlas is not responsible for delays caused by lack of information or access.

4. Virtual Assistant Relationship

Virtual Assistants are contracted through Atlas and are not direct employees of the client. Atlas manages recruitment, onboarding, and administrative support.

5. Payment & Fees

All fees, rates, and billing schedules will be outlined in a separate agreement or invoice. Payments must be made on time to avoid service interruption.

6. Apprenticeship / Trial Period

If applicable, a trial or apprenticeship period may be offered at a reduced rate. Continuation of services after the trial is subject to mutual agreement.

7. Confidentiality

Atlas and its Virtual Assistants agree to keep all client information confidential. Clients must also respect the privacy and confidentiality of Atlas personnel.

8. Data Security

Reasonable security measures are used to protect client data. However, Atlas is not liable for issues arising from third-party tools or platforms.

9. Termination

Either party may terminate services with prior notice as defined in the service agreement. Outstanding balances must be settled upon termination.

10. Limitation of Liability

Atlas is not liable for indirect, incidental, or consequential damages arising from the use of our services.

11. Amendments

Atlas reserves the right to update these Terms at any time. Continued use of services constitutes acceptance.

12. Governing Law

These Terms are governed by the applicable laws of the Philippines, unless otherwise stated.