



# VITA ANCHOR DEVELOPING SOLUTIONS

## TERMS & CONDITIONS – SMALL BUSINESS DEVELOPMENT

### 1. INTRODUCTION

These Terms & Conditions govern all services provided by **Vita Anchor Developing Solutions** (“the Service Provider”) to the Client.

By engaging in any services, the Client agrees to be bound by these Terms & Conditions.

### 2. SCOPE OF SERVICES

Vita Anchor provides small business development services, which may include but are not limited to:

- Business concept development
- Company registration guidance
- Branding and logo design
- Business documentation (e.g. business plans, profiles, safety documents)
- Basic training (business, finance, customer service, etc.)
- Domain and email setup
- Basic website development
- Social media setup

All services will be delivered as per the agreed quotation or package selected by the Client.

### 3. SERVICE LIMITATIONS

- Vita Anchor provides **guidance, support, and development services**, not full operational management of the Client’s business.
- Certain services (e.g. company registration, tax registration) may require third-party platforms or authorities, and timelines may depend on those entities.
- Additional services outside the agreed scope will be quoted separately.



## PAYMENT TERMS

- A **deposit (minimum 50%)** is required before any work commences.
- The **balance must be paid before final delivery** of documents, designs, or services.
- Payment plans may be agreed upon in writing.
- No work will be released without payment unless otherwise agreed.

## 5. REFUNDS & CANCELLATIONS

- Deposits are **non-refundable**, as work and time allocation begins upon confirmation.
- No refunds will be issued for work already completed or partially completed.
- If the Client cancels the service, fees for work already done remain payable.

## 6. DELIVERABLES

Deliverables will depend on the selected package or agreed services and may include:

- Business plans
- Branding materials
- Templates and documents
- Training sessions
- Setup assistance (email, social media, etc.)

All deliverables will be provided in agreed formats (e.g. PDF, digital files).

## 7. TIMELINES

- Estimated timelines will be provided at the start of the project.
- Timelines may be affected by:
  - Client delays (e.g. late feedback, missing information)
  - Third-party delays
- Vita Anchor will not be held liable for delays outside of its control.



## 8. CLIENT RESPONSIBILITIES

The Client agrees to:

- Provide accurate and complete information
- Respond to requests and approvals timeously
- Participate in the development process
- Implement recommendations provided

Failure to do so may affect timelines and outcomes.

## 9. NON-GUARANTEE OF BUSINESS SUCCESS

Vita Anchor Developing Solutions provides professional support and development services; however:

- No guarantee is made regarding **business success, profitability, or income generation**
- The success of the business depends on the Client's:
  - Effort
  - Implementation
  - Market conditions
  - Decision-making

## 10. INTELLECTUAL PROPERTY

- Templates, systems, and proprietary methods used by Vita Anchor remain the intellectual property of Vita Anchor.
- Final deliverables created specifically for the Client (e.g. logo, business profile) become the Client's property upon full payment.
- Clients may not resell or distribute Vita Anchor templates without written permission.

## 11. LIMITATION OF LIABILITY

Vita Anchor shall not be held liable for:

- Business losses
- Financial losses
- Indirect or consequential damages
- Decisions made by the Client based on advice provided



## 12. CONFIDENTIALITY

All Client information will be treated as confidential and will not be shared without consent, except where required by law.

## 13. TERMINATION

Vita Anchor reserves the right to terminate services if:

- Payment terms are not met
- The Client is uncooperative or non-responsive
- There is misuse of services or materials

## 14. ACCEPTANCE

By proceeding with services, the Client confirms that they have read, understood, and agreed to these Terms & Conditions.

**Client Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Vita Anchor Representative:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_