

Terms and Conditions for Clear House Accountants Service Packages

1. Introduction

These Terms and Conditions govern the accounting services provided by Clear House Accountants ("we," "us," or "our") to clients ("you," "your"). By signing up for any of our accounting service packages, you agree to abide by these Terms and Conditions.

2. Service Packages

We offer the following accounting service packages:

- Sole Trader Package – Starting from £30 + VAT per month
- Startup Package – Starting from £49 + VAT per month
- Limited Company Package – Starting from £80 + VAT per month

Each package includes compliance services tailored to the business type. Additional services may be available upon request at an additional cost.

3. Pricing Structure

3.1. The prices listed above are starting prices and may vary based on the size, revenue, number of transactions, and specific services required by your business.

3.2. If your business revenue, transaction volume, or required services change, the pricing will be reviewed and adjusted accordingly.

3.3. The final price chargeable to you will be confirmed after a proposal meeting, in a formal proposal. The above prices are an estimation of the starting fee only.

3.4. You will be notified in advance of any pricing adjustments.

4. Services Included

The services included in each package will be detailed in your engagement letter. Typical services may include bookkeeping, tax filings, payroll processing (where applicable), and compliance reporting. Any additional services requested outside the agreed package may be subject to separate fees.

5. Payment Terms

5.1. Payments for services are due monthly in advance, via direct debit or bank transfer.

5.2. All prices are exclusive of VAT, which will be charged at the applicable rate.

5.3. Late payments may result in service suspension or termination, and interest may be charged at 8% above the Bank of England base rate.

5.4. If payments remain outstanding for more than 30 days, we reserve the right to cease work on your accounts and take appropriate collection action.

6. Client Obligations

6.1. You agree to provide all necessary financial information, records, and documents in a timely manner to allow us to complete our services.

6.2. You are responsible for the accuracy and completeness of the financial information provided.

6.3. You must notify us of any changes in your business structure, activities, or financial circumstances that may affect the services we provide.

6.4. Failure to provide timely and complete information may result in delays, additional charges, or penalties from HMRC or other regulatory bodies.

7. Service Limitations

7.1. We will provide accounting and compliance services based on the information provided by you. We do not audit financial statements or verify the accuracy of records beyond standard compliance checks.

7.2. Our services do not constitute legal or investment advice. You should seek independent legal or financial advice where necessary.

7.3. Tax savings and compliance accuracy depend on timely submission of documents. We do not accept liability for penalties incurred due to late or incorrect submissions caused by client delays.

8. Contract Duration and Termination

8.1. The agreement is on a rolling monthly basis and will continue until terminated by either party with one month's written notice.

8.2. In the event of termination, all outstanding fees must be settled before finalising any pending work.

8.3. We reserve the right to terminate services immediately if we believe there is a breach of contract, misconduct, fraud, or failure to comply with payment terms.

9. Confidentiality and Data Protection

9.1. We will handle all client information confidentially and in accordance with UK GDPR regulations.

9.2. Your personal and business data will only be used for the purpose of providing our services and fulfilling regulatory requirements.

9.3. We may use third-party software providers for accounting and bookkeeping services. By agreeing to these terms, you consent to the use of such providers.

10. Liability and Indemnity

10.1. Our total liability for any claim arising out of the services provided shall not exceed the total fees paid by you in the previous six months.

10.2. We shall not be liable for any indirect, consequential, or financial loss suffered by the client.

10.3. You agree to indemnify us against any claims, liabilities, losses, or damages arising from the use of our services, except where caused by our negligence.

11. Governing Law

These Terms and Conditions are governed by and construed in accordance with the laws of England and Wales. Any disputes arising shall be subject to the exclusive jurisdiction of the courts of England and Wales.

12. Amendments and Updates

We reserve the right to amend these Terms and Conditions at any time. Clients will be notified of any material changes in advance.

For any questions or concerns, don't hesitate to get in touch with us at info@chacc.co.uk

Clear House Accountants