

## Rates

### The Perks...

How will you benefit from these services?

- You only pay for the actual hours worked.
  
- Offering flexible working hours is ideal for you in the event you have an urgent job that needs completing overnight or out of business hours.
  
- These services and costs are tax deductible from your Class 4 National Insurance Contributions as allowable sub-contractor labour costs.
  
- You do not pay for employee costs such as National Insurance Contributions, holiday or sick pay, tax, pension etc.
  
- You don't have to worry about employment legislation or the provision for office equipment

There are 2 different rates:

1. A fixed hourly rate
2. An individual assignment rate

Fixed Hourly Rate

Because of the assortment of services offered and the nature of some business's needs, it is almost unjust to apply standard charges for all types of projects. A fixed hourly rate is applicable to all work carried out and will be based on the nature of the project. Obviously copy typing will have a lower fee than marketing campaigns for example.

The agreed rate does not include any incurred expenses such as telephone usage, printing costs, travel expenses, stationery, post/courier services, etc. The time worked will be calculated to the nearest 30 minutes. To discuss further [click here](#)

### Individual Assignment Rate

Quotations are available on request for individual assignments. For example, if you have a database that needs updating then a quote can be provided for the time/cost it would take to complete the project with a fixed fee. This will help if you're working within an allocated budget. If you have a question email me

### Payment Methods

1. Cheque

2. BACS

3. Paypal

And for the serious stuff...

Please note that our fees and services are subject to the following:

## Terms and Conditions

A copy of the agreement below or similar is to be signed by e-Virtuality and the client before work commences. If the client's original requirements change, e-Virtuality reserves the right to amend the original agreement subject to a suitable consultation with the client.

### 1. Confidentiality

e-Virtuality appreciate that confidentiality is an important issue for clients. We endeavour to safeguard all client information and would be willing to sign a non-disclosure or confidentiality agreement should it be required. All assignments undertaken by e-Virtuality are regarded as strictly confidential and we confirm that no details will be revealed to a third party unless this is deemed necessary by law.

### 2. Payment Terms

Payment can be made by cheque, BACS and PayPal. Please make cheques payable to e-Virtuality. Please note we do not accept credit card payments. All quotations, rates and invoices will be submitted in British Pound Sterling.

A surcharge of 15% will be applied to all evening, bank holiday and weekend work. Invoices will be submitted upon completion of work and payment is strictly 14 days from date of invoice. A discount of 5% is applicable for invoices paid within 7 days. We understand and will exercise our statutory right to interest compensation for debt recovery costs under the late payment legislation should we not receive payment according to the agreed terms. Interest will be charged at a rate of 10% per month on overdue accounts.

### 3. Liability

Errors in any work found to have been caused by e-Virtuality will be rectified free of charge provided we have been notified within 48 hours of receipt of completed work. e-Virtuality cannot be held liable for any errors or omissions after this 48 hour period.

e-Virtuality WILL NOT take part in any unlawful project whatsoever and reserve the right to return any work should we become aware of such instances. If this has been found during the middle of a project the client will be held liable for all man hours and ancillary costs accrued up to this time. This term also applies to any plagiarised material provided by the client.

Bluster over!