TERMS OF SERVICE

1. INTRODUCTION

BAB Accounting Services Ltd ("we," "us," "our") is a company registered in England and Wales providing professional accounting services. By engaging our services, you ("the client") agree to these terms and conditions.

2. SCOPE OF SERVICES

We provide various accounting services, including but not limited to:
- Bookkeeping
- Preparation of financial statements
- Tax planning and compliance
- Payroll services
- Management accounting

Specific services provided will be detailed within our engagement letter.

3. CLIENT RESPONSIBILITIES

You agree to:
- Provide accurate, complete, and timely information required for us to carry out our services.
- Ensure all documents and records provided are accurate and authentic.
- Notify us promptly of any changes that could affect the services we provide.

4. OUR RESPONSIBILITIES

We agree to:
- Perform services with reasonable care and skill, in line with applicable UK laws and regulations.
- Maintain confidentiality regarding your information, except when disclosure is required by law or with your consent.
- Keep you informed about the status of our work and promptly communicate any issues.

5. FEES AND PAYMENT

Our fees reflect the scope and complexity of the provided services, clearly set out in our engagement letter. Unless otherwise agreed:
- Invoices are payable upon receipt.
- Late payments may incur interest at 5% above the Bank of England base rate.

6. LIMITATION OF LIABILITY

We will not be liable for losses arising from:
- Incorrect, incomplete, or misleading information provided by you.
- Delays or failures beyond our reasonable control.

Our total liability for claims relating to our services shall not exceed four times the amount of the fees paid for the relevant service.

7. TERMINATION

Either party may terminate this agreement by providing 30 days' written notice. Upon termination, all fees for services delivered up to that date must be paid.

8. CONFIDENTIALITY

We commit to keeping your information confidential, except as required by law or with your explicit consent.

9. DATA PROTECTION

We comply with UK data protection laws, including UK GDPR. Personal data will be processed as outlined in our Privacy Policy, available on our website.

10. GOVERNING LAW

These terms are governed by the laws of England and Wales. Any disputes arising shall be under the exclusive jurisdiction of the courts of England and Wales.