

# Terms & Conditions

These Terms & Conditions govern the use of this website and any interactions, enquiries, consultations, or submissions made to Verba Intellect Ltd (“the Company,” “we,” or “our”). By accessing this website or submitting information through it, you agree to be bound by these Terms & Conditions.

## 1. Company Information

Verba Intellect Ltd  
Registered Office: 1 Royal Avenue, Scarborough, YO11 2LS, United Kingdom  
Company Number: 16830760  
ICO Registration Number: ZC041622  
Email: [hello@verbaintellect.co.uk](mailto:hello@verbaintellect.co.uk)  
Telephone: +44 1723 256236

## 2. Use of This Website

You agree to use this website in a lawful manner and not to infringe the rights of others or restrict their use of the site.

We reserve the right to restrict, suspend, or terminate access to the website for any user who breaches these Terms & Conditions.

## 3. Consultations and Enquiries

Verba Intellect Ltd may offer an initial consultation to prospective clients to assess suitability, scope of services, and mutual fit.

- Any initial consultation is non-binding and does not create a contractual relationship.
- The Company reserves the right to charge for additional consultations or advisory services, with fees agreed in advance.
- Submission of an enquiry, booking a consultation, or completing a questionnaire does not guarantee engagement or the provision of services.
- We reserve the right to decline engagement at our discretion.

## 4. Services

Services described on this website are for general informational purposes.

- No services will commence until a separate written service agreement is executed.
- All commercial terms, including fees, scope, and delivery, will be agreed exclusively within the service agreement.

## 5. Virtual Assistants and Talent Pool

Verba Intellect Ltd operates a structured vetting and onboarding process for Virtual Assistants (“VAs”).

- Submission of an application or CV does not guarantee acceptance into the talent pool.

- Only VAs who successfully complete the vetting and onboarding process are added to the talent pool.
- Engagement between a VA and a client is subject to separate contractual arrangements.

## **6. Employment and Contractor Status**

- Nothing on this website or within these Terms & Conditions creates an employment relationship, partnership, or joint venture.
- VAs operate as independent contractors unless otherwise specified in a separate written agreement.

## **7. Confidentiality and Data Protection**

- All personal and business information shared with Verba Intellect Ltd will be handled in accordance with our applicable Privacy Policies.
- Anonymised data may be used internally for compliance, reporting, or service improvement.

## **8. Limitation of Liability**

To the maximum extent permitted by law, Verba Intellect Ltd is not liable for:

- Indirect, incidental, or consequential losses
- Loss of business, revenue, or profits
- Any decisions made by clients or VAs based on information from this website

Liability is not excluded for death or personal injury caused by negligence, fraud, or any liability that cannot be excluded by law.

## **9. Intellectual Property**

All content, branding, and materials on this website are the property of Verba Intellect Ltd unless otherwise stated.

Reproduction, copying, or use of any content without prior written permission is prohibited.

## **10. Privacy**

Personal data submitted through this website will be processed in accordance with the applicable Privacy Policy, depending on whether you are website visitor, client or contractor.

By submitting information, you confirm that you have read and understood the relevant Privacy Policy.

## **11. International Use**

Verba Intellect Ltd operates from the United Kingdom but may work with clients and VAs internationally.

These Terms & Conditions apply regardless of the location of users, clients, or contractors.

## **12. Governing Law and Jurisdiction**

These Terms & Conditions are governed by the laws of England and Wales.

Any disputes arising will be subject to the exclusive jurisdiction of the courts of England and Wales.

## **13. Amendments**

Verba Intellect Ltd reserves the right to update or amend these Terms & Conditions at any time.

The latest version will always be available on this website.