

USER AGREEMENT & POLICIES

This user agreement outlines the terms and conditions by which authorized users may access and use the services of NYC Assistants Inc. To become an authorized NYC Assistants user you must read and accept all of the terms and conditions of this agreement and the Privacy Policy. NYC Assistants shall be entitled to alter and vary these conditions without any liability to the client. Any changes made will be incorporated on the website immediately.

You must be 18 years old or older to use NYC Assistants' Services. The service allows the client to request from NYC Assistants any information or suggestions in relation to any personal needs of the client, including tasks, activities, events, venues and goods. However, NYC Assistants reserves the right to refuse to supply services if, in the opinion of NYC Assistants, the services are to be used by the client for any improper, immoral or unlawful purpose. Suggestions will be based upon the specific criteria provided to NYC Assistants by the client at the time of the initial request.

LIABILITY

NYC Assistants agrees to provide conscientious, competent, and diligent services for all of its clients. By agreeing to this user agreement you expressly understand and agree that NYC Assistants shall not be liable for any direct, indirect, incidental, special, consequential or exemplary damages, including but not limited to: damages for loss of profits, goodwill, use, data or other tangible losses. In no event will NYC Assistants' total cumulative damages exceed \$100 (US).

NYC Assistants shall not be liable for any loss, cost, expense or damage of any nature whatever (whether direct or indirect) resulting from the provision of the services or the client's reliance upon the information and suggestions provided by NYC Assistants hereunder and the resulting supply of goods and Services to the client and by any third party. Where NYC Assistants supplies the client with any supplies or goods from a Third Party, NYC Assistants does not give any warranty or representation or other terms as to the quality, fitness for purpose or otherwise of the goods or services and the Client shall be required to seek compensation for any loss or damage suffered from such third party directly.

Client is responsible for letting his/her assistant aware of any special request including brands, size, specific colors, designer, dollar amount, or specific landmark to purchase from.

DISCLOSURE INFORMATION

All information received by NYC Assistants in relation to the client shall remain confidential and, except is required by law. NYC Assistants shall not, without the client's prior written consent, disclose or divulge to any third party information of any nature in relation to the client.

NYC Assistants keeps the personal information of any of its members or Users, whether current or past in the strictest of confidence. NYC Assistants, its agents or any of its affiliates cannot be held liable for any personal information being publicly released by way of theft, piracy, hacking into the NYC Assistants server or any other illegal means.

PAYMENT POLICY

A partial 25% payment is required at reservation time unless an ongoing task is requested by the client; in that case, a weekly payment can be set either by credit card, check, PayPal or cash. Remaining balance of the 25% is due upon receipt. To avoid having any payment method unpaid NYC Assistants will take a photo copy of the client's identification along with a major credit card at the time of signing this agreement and keep it on its files unless its use is needed.

All payments made NYC Assistants via Credit Card Transactions are liable to a 3% handling charge. The handling charge of 3% is added to the total sum owed to NYC Assistants by the client.

NYC Assistants takes responsibility of any labor benefit to its personnel allowing the client to pay per job in an hourly rate. Weekly payment s can be established as per agreement on an ongoing task.

Should the client might not see the satisfactory services we encourage to allocate a complaint to 800.494.5122 or email us at assist@nycassistants.com to our Customer Services Department.

CANCELLATION POLICY

SHOULD YOU DECIDE TO CANCEL YOUR SCHEDULED TASK, YOU MUST INFORM NYC ASSISTANTS. As a courtesy we encourage clients to post cancellations 24 hours prior, otherwise no refunds or credit will be accredited. Weekly tasks schedule will be bill the first 3 hours if not canceled with a 24 hour notice.

TERMINATION

NYC Assistants may terminate this Agreement at any time. Without limiting the foregoing, Assistants shall have the right to immediately terminate accounts of End User, if any, in the event of any conduct by End User which NYC Assistants, in its sole discretion, considers to be unacceptable, or in the event of any breach by End User of this Agreement.

Print Name

Signature

