



TERMS AND CONDITIONS

RMA Business Support

15 February 2026

1. About Us

RMA Business Support provides Bookkeeping, Business Operations and Health & Safety support services to businesses across Kent and London.

2. Services

We provide services as agreed in writing with each client.

The scope of work, fees and deliverables will be confirmed via:

- A Letter of Engagement
- Written proposal
- Email confirmation

We reserve the right to decline work outside the agreed scope.

3. Client Responsibilities

Clients agree to:

- Provide complete and accurate information
- Supply documentation in a timely manner
- Ensure compliance with all legal and regulatory obligations
- Review work and raise queries promptly

We are not responsible for errors resulting from incomplete, inaccurate or delayed information provided by the client.



4. Fees & Payment

Fees will be agreed prior to commencement of services.

Invoices are payable within [7 / 14 / 30] days unless otherwise agreed in writing.

We reserve the right to:

- Charge interest on overdue invoices in accordance with the Late Payment of Commercial Debts (Interest) Act 1998
- Suspend services where payment is overdue

5. Confidentiality

All client information will be treated as confidential.

We will not disclose confidential information to third parties unless:

- Required by law
- Necessary for service delivery
- With client consent

6. Data Protection

We process personal data in accordance with UK GDPR and our Privacy Policy.

Clients confirm that any personal data shared with us is lawful and necessary for the provision of services.



7. Limitation of Liability

To the fullest extent permitted by law:

- We shall not be liable for indirect or consequential losses
- We shall not be liable for loss of profits, business interruption, penalties or reputational damage
- Our total liability shall not exceed the total fees paid for the relevant services

Nothing in these terms excludes liability for fraud, death or personal injury caused by negligence.

8. Professional Responsibility

We provide bookkeeping and support services based on information supplied by the client.

We do not provide legal advice unless expressly agreed.

Clients remain responsible for:

- Statutory filings
 - Tax submissions (unless separately contracted)
 - Compliance with regulatory requirements
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9. Health & Safety Services

Where Health & Safety support is provided:

- Advice is based on information supplied by the client
 - Final responsibility for workplace compliance remains with the client
 - We do not accept liability for operational implementation failures
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10. Termination

Either party may terminate services by providing written notice of [14 / 30] days.

Outstanding fees remain payable upon termination.

We reserve the right to terminate immediately in cases of:

- Non-payment
- Misrepresentation
- Unlawful activity

11. Intellectual Property

All materials created by RMA Business Support remain our intellectual property unless otherwise agreed in writing.

Clients are granted a non-exclusive licence to use documents created for their business purposes.

12. Governing Law

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