
TERMS AND CONDITIONS OF SERVICE

Executive Administrative Services, LLC

Last updated: October 2025

Please read these Terms and Conditions carefully before using the services offered by **Executive Administrative Services, LLC** ("the Company") through our website and/or other digital means.

By contracting our services, you ("the Client") agree to be legally bound by these Terms and Conditions.

1. PURPOSE

The purpose of this organization includes but is not limited to: Provide online administration services, remote executive assistant support, among other professional administrative solutions.

Executive Administrative Services, LLC offers virtual assistance and online consulting services remotely to clients worldwide. These services can be contracted for single sessions, through periodic subscriptions, or through long-term contracts.

2. SERVICE METHODS

The services offered are provided exclusively remotely, using previously agreed-upon digital platforms (email, video calls, management tools, etc.), unless otherwise designated.

No digital platforms will be provided by the company. Whoever is designated as the client must have the necessary digital tools to carry out the designated activities.

3. CONTRACT TYPES

Clients may contract our services under the following terms:

One-time service: One-time payment for a specific session or project.

Monthly subscription: Automatic recurring payment with access to a predefined service package.

Long-term contract: Formal agreement with customized terms, a fixed duration, and an agreed-upon rate.

For each type of contract, a summary of services and specific terms will be provided to supplement this document.

4. PAYMENTS

To begin any work, an advance payment of 50% of the total quote must be made. Once the work is completed, the remainder of the service must be covered, unless otherwise stated in a specific contract.

We accept payments through secure digital platforms (such as Zelle, Stripe, PayPal, bank transfer, among others).

Prices may be subject to taxes depending on the client's jurisdiction.

5. CANCELLATIONS AND REFUNDS

5.1 Cancellation by the Client

For **one-time services:** If canceled at least 24 hours before the scheduled appointment, the session may be rescheduled once without penalty or an 80% refund of the payment made may be requested. Cancellations made less than 24 hours in advance are non-refundable.

For **subscriptions:** The client may cancel at any time, but no refunds will be issued for the billed period. The service will continue to be available until the end of the current billing cycle. Cancellations made at least 24 hours in advance may be rescheduled without penalty within the contract term. Cancellations made less than 24 hours in advance will be considered as hours worked and will not be refunded.

For **long-term contracts**: Cancellation terms will be stipulated in the individual contract.

5.2 Cancellation by the company

We reserve the right to cancel or reschedule sessions for justified reasons (such as technical issues, staff incapacity, etc.), with due notice to the client. In these cases, a rescheduling or full refund will be offered.

6. SERVICE GUARANTEE

We are committed to providing services with professionalism, diligence, and punctuality. If the client believes the service was not delivered as agreed, they may submit a request for review or a partial refund within 5 business days of the service being provided. Each case will be evaluated individually.

7. INTELLECTUAL PROPERTY

All materials, methodologies, or content delivered during the provision of services are the property of **Executive Administrative Services, LLC**, unless otherwise indicated. The client receives a limited license for personal, non-commercial, or group use, unless otherwise agreed in writing.

8. CONFIDENTIALITY

We are committed to maintaining the confidentiality of all information provided by the client within the scope of the provision of services. The client also agrees not to disclose sensitive company materials, methodologies, or information.

9. LIMITATION OF LIABILITY

Executive Administrative Services, LLC shall not be liable for any indirect losses, consequential damages, or loss of data arising from the use or inability to use our services, beyond the amounts actually paid by the client.

10. MODIFICATIONS TO THE TERMS

We reserve the right to modify these **Terms and Conditions** at any time. We will notify you of any modifications by reasonable means, including posting them on the website. Your continued use of our services after the changes constitutes acceptance of the new terms.

11. APPLICABLE LAW AND JURISDICTION

These Terms are governed by the laws of the State of Cheyenne, Wyoming, United States. Any dispute shall be resolved before the competent courts of that jurisdiction, unless another resolution mechanism is agreed upon.

12. CONTACT

For any questions, requests, or complaints related to these **Terms and Conditions**, you may contact us at:

 **Email:** member.services@executiveadminllc.com

 **Website:** www.executiveadminllc.com
