****

**CLIENT SERVICE AGREEMENT**

**Between:**  
**Coco HR Consultancy & PA Services** ("Service Provider")  
And  
**[Client Name]** ("Client")

**Effective Date:** [Insert Date]  
**Agreement Number:** [Optional]

**1. Services Provided**

Coco HR Consultancy & PA Services agrees to provide the Client with the following services, as agreed upon via proposal or written communication:

* HR advisory and support
* Policy writing and documentation
* Recruitment assistance
* Administrative and PA support
* Any other services mutually agreed upon in writing

All services will be delivered virtually unless otherwise stated.

**2. Service Hours and Availability**

Services will be delivered during standard working hours:  
**Monday to Friday, 9:00 AM – 5:00 PM (UK time)**

Client communication outside of these hours may be responded to at the Service Provider's discretion.

**3. Fees and Payment**

* Standard hourly rate: **£30/hour**
* Project packages and retainers available and detailed separately
* Invoices will be issued [weekly/bi-weekly/monthly], and payment is due within **7 days** of the invoice date

**Late payments** may incur a 5% charge per week overdue.

**4. Client Responsibilities**

The Client agrees to:

* Provide clear, timely instructions and access to required platforms and materials
* Respond to communication within a reasonable time
* Maintain a professional, respectful working relationship

**5. Confidentiality**

Both parties agree to keep all business information confidential. Coco HRPA will not disclose any information shared by the Client without written consent, unless required by law.

**6. Intellectual Property**

All work and deliverables created during the project will become the property of the Client upon full payment. Coco HRPA may retain examples for portfolio purposes with permission.

**7. Termination**

Either party may terminate this agreement with **14 days' written notice**. Work completed up to the termination date will be billed accordingly.

**8. Liability**

Coco HRPA shall not be liable for any indirect or consequential loss. Maximum liability shall not exceed the total fees paid by the Client.

**9. Amendments**

This agreement may only be amended in writing and signed by both parties.

**10. Governing Law**

This Agreement is governed by and shall be construed in accordance with the laws of **England and Wales**.

**Signatures**

**Coco HR Consultancy & PA Services**  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Name: [Your Name]  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Client**  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_