



Rolling 4-Weekly Terms & Conditions

The use of our services

Policy Title: Rolling 4-Weekly Booking Contract Policy

Effective from: January 2024

By using any of the services provided by Leads & Laces by APG Ltd, the client understands and agrees to the following terms:

1. 4-Weekly Rolling Contract: The client acknowledges that their use of services constitutes acceptance of a rolling contract that automatically renews every four weeks. This contract will continue until terminated by either party in accordance with the cancellation policy outlined herein.
2. Commitment: The client agrees to the specified number of bookings per week, as discussed and mutually agreed by the client and Leads & Laces by APG Ltd.
3. Cancellation and Modifications: The client understands that they have the right to modify their bookings or cancel the contract, subject to the notice periods specified in the policy.
4. Binding Agreement: By engaging with our services, the client confirms their commitment to the terms of this rolling contract, including any payment obligations and compliance with the policies set forth by Leads & Laces by APG Ltd.

1. Purpose

The purpose of this policy is to outline the terms and conditions of the rolling 4-weekly booking contract, including the pre-agreed amount of bookings, cancellation procedures, and other relevant details.

2. Scope

This policy applies to all clients who wish to use any service provided by Leads & Laces by APG Ltd, entering into a rolling 4-weekly contract for a specified number of bookings per week.

3. Contract Overview

- Contract Duration: The contract is valid for a rolling period of four weeks, beginning on the date of the first booking.
- Pre-agreed Bookings: The client agrees to a specified number of bookings each week.
- Renewal: The contract automatically renews every four weeks unless terminated by either party in accordance with the cancellation policy.

4. Booking Structure

- Weekly Commitment: The client commits to the pre-agreed number of bookings each week.
- Increasing Bookings: Clients wishing to increase their number of weekly bookings must provide at least 48 hours' notice. This is subject to availability. However, once agreed, the additional bookings will be added to the 4-weekly rolling contract.
- Decreasing Bookings: Clients wishing to decrease their number of weekly bookings may do so, giving a notice period of four weeks.
- Irregular Additional Bookings: Clients can request additional bookings through our online booking system or by contacting us directly. Additional bookings are subject to availability.

5.1 Cancellation Policy

- Notice Period: The client may cancel the contract by providing a written notice with four weeks notice.
- Cancellation Process: Notices of cancellation should be sent via email to apg@leadsandlaces.com and must include the client's name and contract number.
- Effective Cancellation Date: The cancellation date will be four weeks from receipt of the notice given by the client. Leads & Laces by APG Ltd will respond to the cancellation notice and will detail the date of termination.

5.2 Cancellation by Leads & Laces by APG Ltd

Leads & Laces by APG Ltd reserves the right to cancel this contract with immediate effect under the following circumstances:

- Breach of Contract: If the client fails to comply with the terms and conditions outlined in this contract.
- Non-Payment: If the client fails to make payments as agreed upon in the payment terms.
- Unforeseen Circumstances: If unforeseen circumstances arise that prevent Leads & Laces by APG Ltd from fulfilling the terms of the contract.

In the event of cancellation, written notice will be provided to the client via email, and the cancellation will take effect immediately or on the date stipulated in the cancellation notice.

6. Eligibility for Pause

The temporary pause of a 4-weekly rolling contract with Leads & Laces by APG Ltd. is available for reasons that have been approved by our team, including but not limited to holidays and planned medical treatment.

6.1 Discretion

The decision to approve a pause in the contract is at the sole discretion of Leads & Laces by APG Ltd. We reserve the right to evaluate each request individually.

6.2 Duration of Pause

Once approved, the contract will be paused for a mutually agreed-upon duration. The contract will resume from the exact point where it was paused, and all existing terms and time frames will remain unchanged.

6.3 Holding Fee

For any absence longer than one week, a holding fee may be charged. This fee will amount to 50% of the total balance during the time of absence. This fee guarantees your availability upon your return.

6.4 Notification

Clients must provide written notice of their intent to pause the contract, specifying the reason for the pause, at least 5 days in advance.

6.5 Resumption of Services

Upon the conclusion of the pause period, the contract will automatically resume without any further action required from the client, except for the payment of any applicable holding fees.

6.6 Modifications

These terms and conditions are subject to change at the discretion of Leads & Laces by APG Ltd.

6.7 Agreement

By requesting to pause the contract, clients agree to these terms and conditions.

For any questions or clarifications regarding these terms, please contact us at apg@leadsandlaces.com

7. Payment Terms

- Payment Schedule: Payments for the agreed bookings will be invoiced on a weekly/monthly basis as specified in the contract.
- Late Payments: Any late payments may incur a late fee as outlined in the contract.

7.1 Invoice Issuance

Invoices will be issued on or around the 25th of each month. Each invoice will encompass all bookings made up to the end of the invoiced month.

7.2 Payment Policy

Payment for the invoice is due by the end of the month. The exact payment date will be clearly stated on each invoice. It is the client's responsibility to ensure that payment is made by the specified date to avoid late fees.

7.3 Payment Methods

Payments can be made through the following methods:

- Cash: Payments can be made in person.
- Bank Transfer: Payments can be made via bank transfer to the account details provided on the invoice.

7.4 Late Payment Fees

In the event of late payment, a fee of £15 will be charged for every 1-week period that the payment remains outstanding. This fee will be added to the subsequent invoice until the outstanding amount has been settled. If a invoice remains outstanding for 4 weeks or longer, we reserve the right to cancel (see 5.2)

7.5 Communication Regarding Payments

Clients are encouraged to communicate with Leads & Laces by APG Ltd regarding any issues related to payments. Prompt communication can help avoid misunderstandings and additional fees.

8. Modification of Policy

Leads & Laces by APG Ltd reserves the right to modify this payment policy at any time. Clients will be notified of any changes in writing.

9. Contact Information

For any questions or concerns regarding this policy, please contact using the below contact details:

Leads & Laces by APG Ltd
63-66 Hatton Gardens, Fifth Floor, Suit 23, London, England, EC1N 8LE
+44 (0)1372 234 496
Apg@leadsandlaces.com

10. Acknowledgment

By engaging with our services, the client confirms their commitment to the terms of this rolling contract, including any payment obligations and compliance with the policies set forth by Leads & Laces by APG Ltd. The client will be required to tick to box of acknowledgment during the registration process.