

## **Bespoke Services Policy for Cocreators - BtG Ltd.**

**Effective Date: June 2024 V 1**

At Cocreators - BtG Ltd., we are committed to delivering high-quality bespoke services tailored to meet the unique needs of our business clients (B2B). This policy outlines the terms and conditions associated with our bespoke services, including payment structure, confidentiality, ownership, and insurance coverage.

### Scope of Services:

- Cocreators - BtG Ltd. provides customized consulting services designed to address specific business requirements. These services may include strategic planning, training, change management, and other tailored solutions as agreed upon in the service agreement.

### Payment Structure:

- Payment Terms: Payments for bespoke services will be structured as follows:

- 50% Upfront Payment: A deposit of 50% of the total service fee is required before the commencement of work.
- 50% Final Payment: The remaining 50% is due upon completion of the services, prior to the delivery of final materials or outcomes.

### Confidentiality:

- All work conducted as part of the bespoke services will be treated as confidential. Cocreators - BtG Ltd. will not disclose any information, data, or materials related to the client's business without explicit written consent, except as required by law.

- A Non-Disclosure Agreement (NDA) may be executed to further ensure the protection of sensitive information.

### Ownership of Work:

- Upon full payment, all work products, including reports, analyses, and other deliverables, will be owned by the purchaser. Cocreators - BtG Ltd. retains the right to showcase the work in our portfolio or case studies, provided that client confidentiality is maintained.

### Service Agreement:

- A separate service agreement will be established prior to the commencement of any bespoke services. This agreement will outline the scope of work, deliverables, timelines, payment terms, and any additional conditions pertinent to the engagement.

### Business Insurance:

- Cocreators - BtG Ltd. carries appropriate business liability insurance to cover any potential risks associated with the provision of bespoke services. This insurance is designed to protect both the consultancy and the client against unforeseen events that may arise during the course of engagement.

Amendments and Modifications:

- Any amendments or modifications to the scope of work or service agreement must be documented in writing and agreed upon by both parties.

Termination:

- Either party may terminate the service agreement with written notice if either party fails to meet the obligations set forth in the agreement. In the event of termination, the client will be responsible for payment for any work completed up to the termination date.

Additional Terms:

- Cocreators - BtG Ltd. reserves the right to refuse service if it is deemed that the requested services are outside the scope of our expertise or if the request is unethical or illegal.

- This policy may be updated periodically to reflect changes in our practices or applicable laws. Clients will be notified of any significant changes.

We are dedicated to providing exceptional bespoke services and ensuring a successful partnership with our clients. If you have any questions or require further clarification, please do not hesitate to contact us at [support@cocreators-btg.com](mailto:support@cocreators-btg.com).