



## **Terms and Conditions**

### **1. Acceptance of Terms**

By accessing and using expand-ahead.com (the "Website"), you agree to be bound by these Terms and Conditions ("Terms"). If you do not agree to these Terms, you may not use the Website.

### **2. Description of Services**

Expand Ahead ("we," "us," or "our") provides a range of marketing services ("Services") as described on the Website. These Services may include (but are not limited to) social media marketing, search engine optimization, content creation, advertising campaigns, and marketing strategy development.

### **3. Fulfillment Policy**

3.1. We strive to provide high-quality marketing services that meet your specific needs and objectives.

3.2. The specific details and deliverables of each Service will be outlined in a separate agreement or proposal ("Service Agreement"). The Service Agreement will also include project timelines, milestones, and any other relevant terms.

3.3. We will make reasonable efforts to complete the Services within the agreed-upon timelines. However, unforeseen circumstances may arise that could delay completion. We will communicate any potential delays promptly and work with you to find a suitable solution.

3.4. Your satisfaction is important to us. If you are not satisfied with the quality of the Services, please contact us within [number] days of completion to discuss your concerns. We will work with you to address any issues and make reasonable efforts to rectify the situation.

### **4. Payment Terms**

4.1. Payment terms will be outlined in the Service Agreement. Typically, we require a deposit before work begins and the remaining balance upon completion or in installments as agreed upon.

4.2. We accept various payment methods, including credit cards, bank transfers, and online payment platforms.

4.3. Late payments may be subject to interest charges or fees as outlined in the Service Agreement.

### **5. Intellectual Property**

5.1. We retain all intellectual property rights to any materials, designs, or concepts created by us in the course of providing the Services, unless otherwise agreed upon in the Service Agreement.

5.2. Upon full payment, we will grant you a non-exclusive, non-transferable license to use the deliverables created for your specific project.

### **6. Confidentiality**

6.1. We will treat any confidential information shared by you in the course of our engagement with the utmost care and discretion.

6.2. We will not disclose your confidential information to any third parties without your prior written consent, except as required by law or to fulfill our obligations under the Service Agreement.

### **7. Limitation of Liability**

7.1. We strive to provide high-quality Services, but we cannot guarantee specific results or outcomes. Marketing results can be influenced by various factors beyond our control.

7.2. We will not be liable for any indirect, incidental, consequential, or punitive damages arising from your use of the Website or our Services.

### **8. Termination**

8.1. Either party may terminate the Service Agreement for cause upon written notice to the other party.

8.2. In the event of termination, you will be responsible for paying for any Services completed up to the date of termination.



## 9. Governing Law and Dispute Resolution

9.1. These Terms and any disputes arising from them will be governed by the laws of [Jurisdiction Chosen by Client].

9.2. Any disputes arising from these Terms will be resolved through good-faith negotiation or, if necessary, through mediation or arbitration in [Jurisdiction Chosen by Client].

## 10. Changes to Terms

We reserve the right to modify these Terms at any time. Updated Terms will be posted on the Website.

## **Privacy Policy**

### 1. Introduction

At Expand Ahead ("we," "us," or "our"), we respect your privacy and are committed to protecting your personal information. This Privacy Policy explains how we collect, use, and share information when you use our website, expand-ahead.com ("Website"), or interact with our services.

### 2. Information We Collect

**Personal Information:** When you visit our Website or contact us, we may collect personal information you voluntarily provide, such as your name, email address, phone number, and company name.

**Usage Data:** We may collect information about how you access and use our Website, such as your IP address, browser type, device type, operating system, referring URLs, pages viewed, and dates/times of visits.

**Cookies and Tracking Technologies:** We may use cookies, web beacons, and other tracking technologies to enhance your experience on our Website and to collect information about how you use it.

### 3. How We Use Your Information

We may use your information to:

**Provide and Improve Services:** To deliver the marketing services you request, respond to your inquiries, and personalize your experience on our Website.

**Communication:** To send you marketing and promotional materials (if you have opted in), newsletters, updates, and other information we think may be of interest to you.

**Analytics:** To analyze how our Website is used and to improve its functionality and user experience.

**Protect Our Rights:** To protect our rights, property, or safety, or the rights, property, or safety of others.

### 4. Sharing Your Information

We may share your information with:

**Service Providers:** We may engage trusted third-party service providers to help us operate our Website, provide services, or conduct our business. These providers are bound by confidentiality agreements and are prohibited from using your information for any other purpose.

**Business Transfers:** In the event of a merger, acquisition, or sale of all or a portion of our assets, your information may be transferred as part of the transaction.

**Legal Compliance:** We may disclose your information if required by law, regulation, or legal process, or to protect our rights, property, or safety, or the rights, property, or safety of others.

### 5. Your Choices

**Opting Out:** You may opt out of receiving marketing emails from us by following the instructions provided in those emails. You may also contact us directly to update your communication preferences.

**Cookies:** You can control cookies through your browser settings. However, disabling cookies may affect your ability to use certain features of our Website.

### 6. Data Security



We take reasonable measures to protect your information from unauthorized access, disclosure, alteration, or destruction. However, no method of transmission over the Internet or electronic storage is 100% secure.

#### 7. Children's Privacy

Our Website is not intended for children under the age of 13. We do not knowingly collect personal information from children under 13. If you are a parent or guardian and believe that your child has provided us with personal information, please contact us.

#### 8. Changes to This Policy

We may update this Privacy Policy from time to time. We will notify you of any changes by posting the new Privacy Policy on our Website.

#### 9. Contact Us

If you have any questions about this Privacy Policy, please contact us.

### **Company Details**

EXPAND AHEAD DIGITAL LTD, trading as Expand Ahead, is a company registered in the United Kingdom. Our registered office is located at 71-75, Shelton Street, Covent Garden, London, WC2H 9JQ