



Terms of Service Template [PDF Format]

Note

*This is a general and basic Terms of Service template and **must** be customized to fit your business's specific circumstances and requirements. Because this is a legally-binding document, **we highly recommend consulting with legal experts or using a generator created by legal professionals** to ensure compliance with applicable laws and regulations.*

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I. Identification and Contact Information

The entity operating this website/application is [Your Business]. Our primary business location is at [Your Business Address]. Reach out to us through the contact form on our website, emailing [Your Business Email], or by telephone on [Your Business Phone Number].

II. Description of Products/Services

[Your Business] provides [Description of the services your site/app provides].

III. Limitation of Liability

[Here you should include any statements that restrict your liability. As these documents carry legal implications, we recommend using a professional solution.] The Owner does not assume responsibility for any direct, indirect, incidental, consequential, or special damages that may arise from the use of its services or website content.

IV. User Accounts and Content Restrictions

[Please include any guidelines for user accounts and your website. This section may cover content restrictions. Refer to the provided sample text ->] Posting or transmitting any illegal, harmful, threatening, abusive, harassing, defamatory, vulgar, obscene, sexually explicit, discriminatory, or objectionable material of any kind on the [Your Business] site or service is strictly forbidden. This also encompasses material that promotes criminal activities, triggers legal liability, or infringes upon local, state, national, or international laws.

V. Order Placement, Pricing, Payment Methods and Cancellation

[If you sell products or services, it is essential to outline policies about pricing, payments, and cancellation. This sample text should be adapted to suit your specific situation and to comply with your country's regulations. It is highly recommended to seek advice from a legal professional or to use a professionally-designed generator.]

Buyers must be at least [age limit] years old. We maintain the right to decline service to anyone, anytime, without needing to provide a reason. Our services are not available where prohibited by law.

Once an order is placed, a confirmation email is sent to customers outlining the ordered products and the total cost. [Your Business] reserves the right to cancel an order prior to dispatch under any unexpected circumstances.

Accepted payment methods include: [e.g. Visa, MasterCard, American Express, and PayPal].

All prices can be changed without prior notice and do not include any potential taxes.

The [products/services] purchased from [Your Business] are expected to be [e.g. dispatched within three business days of the order and delivered within 5-7 business days]. We deliver to [e.g. all states in the U.S.].

Customers can cancel their orders within [e.g. 24 hours] of placement, given the order hasn't been dispatched yet. To cancel an order, customers need to [e.g. navigate to the dedicated section on their account and request cancellation].

VI. Warranty/Guarantee Information

[In case you sell products or services through your website, you'll need to incorporate information regarding warranty rights, as mandated by the consumer laws of certain countries.]

Each and every product provided by [Your Business] is accompanied by a customary warranty period of [e.g. 12-month], which covers against any faulty aspects pertaining to [e.g. material, workmanship]. It should be noted that this warranty is not applicable to situations such as [enumerate all relevant cases, e.g. improper usage, unauthorized modifications, or occurrences of natural phenomena].

VII. Withdrawal Right

[If you sell products or services on your site, you'll also need to include details on withdrawal rights which is legally required under some countries' consumer laws]

Customers have the right to withdraw from the contract within [duration e.g. 14 days] without giving any reason. The withdrawal period will expire after [duration e.g. 14 days] from the day on which the customer acquires, or a third party other than [e.g. the carrier] and indicated by the customer acquires, [e.g. "physical possession of the goods"].

VIII. Safety Information and Instructions for Use

The [products/services] we offer must be used according to the provided instructions and guidelines. Not doing so may lead to [e.g. "injury", "Always ensure that the product is assembled correctly before use and keep out of reach of children"].

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By engaging with [Your Business] website/application, you consent to these Terms of Service. Continued use of the website/application post any changes implies your acceptance to be legally bound by these updated and/or revised terms.

Last updated on: _____