

Contract consultancy services

How we work with you

Sarah Fox, 500 Words Ltd

07767 342747

Sarah@500words.co.uk



After you contact us

We will send you a proposal setting out:

- ♥ How you have asked us to help you
- ♥ Our recommendations i.e. the services we think will meet your needs
- ♥ A fixed price for those services and any optional extras
- ♥ Your next steps
- ♥ What you can expect from us/how we will work together
- ♥ Your added protections
- ♥ What other clients think of working with us

What To Expect

What You Can Expect from Us

- ♥ We will carry out the services outlined in our proposal, including answers queries after the documents are provided.
- ♥ We will do our best to meet your requirements and will advise you if we consider any of them are unreasonable or unattainable.
- ♥ We will act professionally.
- ♥ We will send you a first version of your T&C or our contract report in the timescales agreed, normally 14 days.
- ♥ We will handle your data lawfully, fairly and transparently.

What We Expect from You

- ♥ You will pay the fees as set out in our proposal. For contract reviews, that is within 7 days of receiving our report. For T&C that is normally:
 - ♥ Half within 14 days of your acceptance
 - ♥ The rest within 14 days of us sending you a first draft of your T&C.
- ♥ You will reply to requests for information quickly.
- ♥ You will let us know immediately if:
 - ♥ You think we may be missing relevant information
 - ♥ You want to change any element of our proposal or no longer wish to continue.
- ♥ You will act professionally.

Your Added Protections

- ♥ Once you agree to and pay for our services, you will own the copyright in any T&C or reports we provide and are free to use and copy them for your current business. Any document provided during the project is prepared for you only and may not be used by any other businesses.
- ♥ You can cancel this contract by sending us an email provided you also pay a reasonable proportion of our fees for the services provided up to the date we receive your cancellation email.
- ♥ We will both keep information provided during this project confidential, unless required by law to disclose it.
- ♥ We will take your data seriously. Our [privacy notice](#) explains how we will store, control and process any data you share with us as part of working with you: please read/sign it.
- ♥ We have professional indemnity insurance in the event of any claim. Our liability for your losses is limited to ten times the fees you paid, except losses relating to death, personal injury or fraud which are unlimited.
- ♥ If there is a dispute, we will try to resolve it amicably. If not the courts of England can hear our dispute and enforce any award.

Who We Are



Sarah Fox, director of 500 Words Ltd, is a specialist in helping companies write simpler contracts to build trust.

We draw on Sarah's 20 years' experience as a construction solicitor, the issues we've seen in countless training workshops, and her experience in creating a series of 500-word contracts, to help you create T&C that really work for you, or provide a pragmatic review of contracts that you are sent.

A handwritten signature in purple ink that reads "Sarah".



What People Say About Us



Sarah reviewed my new business' T&Cs, and quickly converted them into something which is much easier to understand. I'm confident that the document we've created will underpin some great partnerships with my new clients... I wish I'd known Sarah years ago!!

Sue Evans, Fast Pathways



Sarah helped me with a contract issues that has been holding back part of my business. She provided focused, clear and pragmatic advice. I'd recommend Sarah for her practical and no-nonsense approach to legal issues.

Bernie, Innovative Enterprise

