



# TIME TO DELEGATE

## BUSINESS SUPPORT SERVICES

### Gift Voucher Terms

#### Gift Voucher Terms & Conditions

##### Give the Gift of Time – Terms that Apply to All Gift Vouchers

1. **Validity Period:** Vouchers are valid for 12 months from the date of purchase. After this date, the voucher will expire and cannot be used or extended.
2. **Redemption:** Vouchers must be redeemed by booking or using the service within the validity period.
3. **Value:** The voucher holds the value purchased (£100 for 2 hours or £200 for 5 hours of PA/VA support) and includes a complimentary 30-minute planning call.
4. **Non-Refundable:** Vouchers are non-refundable and cannot be exchanged for cash, credit, or other services.
5. **Partial Use:** If the full value of the voucher is not used in a single transaction, any remaining balance will still expire at the end of the 12-month period.
6. **Lost or Stolen Vouchers:** Please treat your voucher as cash. Lost, stolen, or damaged vouchers cannot be replaced or refunded.
7. **Non-Transferable:** Vouchers are for the named recipient and cannot be resold or transferred to another person without prior consent.
8. **Offers:** Vouchers cannot be combined with other promotions or discounts unless explicitly stated.
9. **Service Scope:** Voucher services cover virtual administrative support tasks only. No physical, illegal, unethical, or crude tasks will be accepted. Time to Delegate Ltd reserves the right to refuse any request that falls outside our professional service scope.
10. **Amendments:** Time to Delegate Ltd reserves the right to amend these terms at any time without affecting vouchers already purchased.
11. **Acceptance:** By purchasing or redeeming a voucher, the purchaser and/or recipient agree to these terms and to our general service terms.

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