

# Terms & Conditions

Governing the professional engagement of services provided by Info Tech Guide

These Terms & Conditions constitute a binding agreement between Info Tech Guide ("the Company," "we," "us") and the client engaging our services ("the Client," "you"). Please read this document carefully before engaging our services, as it sets out your rights, responsibilities, and our payment and refund policy.

## 1. Acceptance

By engaging Info Tech Guide, the client agrees to these Terms & Conditions in full. Continued use of our services signifies acknowledgement and acceptance of the terms set out below.

## 2. Scope of Services

Services are provided strictly as agreed in the applicable proposal, quotation, or invoice. Any work requested outside this agreed scope may incur additional charges, to be communicated and approved before commencement.

## 3. Payment Terms

Invoices must be paid in accordance with the agreed payment schedule. Delayed payments may result in the pause or suspension of ongoing services until outstanding dues are settled.

## 4. No Refund Policy

**All payments made to Info Tech Guide are final and strictly non-refundable.** This policy applies, without exception, to consultation fees, digital marketing, SEO services, advertising management, website development, creative design, software, and all other digital services, once work has commenced or resources/budgets have been allocated on the Client's behalf.

## 5. Client Responsibilities

Clients must provide accurate information, timely approvals, credentials, and content required for the delivery of services. Delays in providing such materials may directly affect project timelines.

## 6. Advertising

Advertising results depend on prevailing market conditions, competitor activity, allocated budgets, and the policies of third-party platforms. Info Tech Guide does not guarantee specific rankings, sales figures, or lead volumes.

## 7. Intellectual Property

Final, approved deliverables become the property of the Client only after full payment has been received, unless otherwise agreed in writing. Pre-production concepts, drafts, and internal processes remain the exclusive property of Info Tech Guide.

## 8. Confidentiality

Both parties agree to keep any confidential information shared during the course of the engagement private and to not disclose it to third parties without prior written consent.

## 9. Limitation of Liability

Info Tech Guide shall not be held liable for any indirect, incidental, or consequential losses arising from the use of, or inability to use, its services.

## 10. Third-Party Platforms

The Client is solely responsible for complying with the terms and policies of Google, Meta, LinkedIn, YouTube, hosting providers, domain registrars, and any other third-party platforms used in the course of service delivery.

## 11. Termination

Either party may terminate ongoing services by providing written notice to the other. Any outstanding dues at the time of termination remain payable in full.

## 12. Governing Terms

These Terms & Conditions may be updated from time to time at the sole discretion of Info Tech Guide. Continued use of our services following any such update constitutes acceptance of the latest version.

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## Contact Us

**Company:** Info Tech Guide  
**Email:** [support@infotechguide.in](mailto:support@infotechguide.in)  
**Website:** [www.infotechguide.in](http://www.infotechguide.in)

*By engaging our services, you confirm that you have read, understood, and agreed to the Terms & Conditions outlined in this document, including the No Refund Policy stated in Section 4.*