



Service Description

This document outlines the services provided by **HELPSTATION** (“us”) to the client (“you”). By engaging our services, you are accepting these terms.

1. We provide specialist administrative and clerical support services, including for example:
 - document design, formatting and production
 - writing, editing and proofreading
 - computer support
 - support for memoirs, photo albums and other projects
 - assistance with analysing and filing papers
 - tackling accounts, forms and other official paperwork
 - help with downsizing.
2. We provide support exclusively to individuals and small non-commercial groups (e.g. local clubs and societies). We do not offer professional support services for business.
3. We do not offer financial services or advice and are not qualified to do so. When we assist with financial matters, you are paying for our time and not for any financial services. If we agree to help with your tax affairs, we will act in the capacity of ‘intermediary’ or ‘trusted helper’ (see <https://www.gov.uk/appoint-tax-agent>) and you will remain legally responsible for your own tax.
4. Our preferred contact method is by email at info@helpstation.co.uk. All our contact details can be found at <https://helpstation.co.uk/contact.php>.
5. We are registered with the Information Commissioner as a data controller. Our Privacy and Data Protection statement can be found at <https://helpstation.co.uk/about.php>.