



THE CEO DESK LLC

Terms and Conditions

Effective Date: August 16, 2026

Please read these Terms and Conditions carefully before using theceodesk.net. By accessing or using the website, submitting a form, scheduling a consultation, or otherwise interacting with The CEO Desk LLC online, you agree to these Terms.

1. About These Terms

These Terms and Conditions govern your access to and use of The CEO Desk LLC website, online forms, scheduling links, communications, and other website-based features. They apply to visitors, prospective clients, clients using the website, and other users.

If you enter into a separate proposal, service agreement, statement of work, subscription agreement, or other written contract with The CEO Desk LLC, that agreement will control to the extent it conflicts with these website Terms.

2. Eligibility and Acceptable Use

You must be at least 18 years old and legally capable of entering into a binding agreement to use website features that involve submitting information, requesting services, or scheduling consultations.

You agree not to misuse the website. Prohibited activity includes:

- Using the website for unlawful, fraudulent, abusive, harassing, or deceptive purposes.
- Attempting to gain unauthorized access to the website, servers, accounts, systems, or data.
- Introducing malware, automated attacks, scraping tools, or other code that may impair the website or interfere with other users.
- Copying, reproducing, or exploiting website content in violation of intellectual property rights.
- Submitting false, misleading, or impersonated information through forms or scheduling tools.

3. Services and Consultations

The CEO Desk LLC provides virtual assistant, administrative, business support, systems, operational, and related professional services. Website descriptions are provided for general informational purposes and do not guarantee that a particular service, professional, timeline, result, or outcome will be available.

A consultation or inquiry does not create a client relationship. A client relationship begins only when the parties enter into an applicable written service agreement or other confirmed engagement.

We may decline, limit, suspend, or discontinue services or consultations when appropriate, including where a requested service is outside our scope, capacity, legal requirements, or business policies.

4. Scheduling, Forms, and Electronic Communications

The website may use third-party tools to collect inquiries and schedule appointments. Information submitted through these tools is handled in accordance with our Privacy Policy and the applicable provider terms and privacy practices.

By submitting a form or scheduling a consultation, you authorize The CEO Desk LLC to contact you regarding your request by the contact methods you provide. Marketing messages, where used, will be subject to applicable consent and opt-out requirements.

Electronic records, notices, and agreements may be used where permitted by applicable U.S. law. Nothing in these Terms requires you to accept electronic records where the law provides a right to another format.

5. Fees, Proposals, and Payment Terms

The website may describe services or invite users to request pricing, but website content alone does not constitute a binding price quote. Fees, payment schedules, deposits, refunds, cancellation terms, deliverables, and other commercial terms will be stated in the applicable proposal, checkout page, invoice, or service agreement.

If there is a conflict between website information and a signed service agreement or accepted proposal, the signed or accepted agreement controls.

6. Intellectual Property

Unless otherwise stated, the website and its original content, branding, logos, graphics, text, page layouts, service descriptions, downloads, and other materials are owned by or licensed to The CEO Desk LLC and are protected by U.S. and other applicable intellectual property laws.

You may view and use website content for personal or internal business evaluation purposes. You may not reproduce, publish, sell, modify, distribute, reverse engineer, or create derivative works from protected website materials without prior written permission, except as allowed by law.

The CEO Desk name, logo, and related branding may not be used in a manner that suggests endorsement, partnership, or affiliation without written authorization.

7. User Submissions

If you voluntarily submit messages, files, business information, comments, or other materials through the website, you represent that you have the right to provide them and that doing so does not violate law or third-party rights.

You retain ownership of materials you submit. You grant The CEO Desk LLC a limited right to use, review, store, transmit, and process those materials as reasonably necessary to respond to your inquiry, evaluate or provide requested services, administer our business relationship, and comply with law.

8. Privacy

Our collection and handling of personal information is described in our Privacy Policy. The Privacy Policy is incorporated into these Terms by reference. Where state privacy laws provide additional rights, those rights are addressed in the Privacy Policy and applicable notices.

9. Third-Party Websites and Tools

The website may link to or embed third-party services such as scheduling platforms, forms, email tools, payment processors, analytics providers, social platforms, or external websites. The CEO Desk LLC does not control third-party services and is not responsible for their availability, content, security, terms, or privacy practices.

Your use of third-party services may be governed by separate terms between you and the applicable provider.

10. Website Availability and Changes

We may update, modify, suspend, or discontinue any part of the website at any time. We do not guarantee uninterrupted, error-free, or continuously available access. Maintenance, technical issues, security events, third-party outages, or other circumstances may affect website availability.

11. Disclaimer of Warranties

TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, THE WEBSITE AND WEBSITE CONTENT ARE PROVIDED ON AN "AS IS" AND "AS AVAILABLE" BASIS. THE CEO DESK LLC DISCLAIMS WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, NON-INFRINGEMENT, ACCURACY, AND UNINTERRUPTED AVAILABILITY TO THE EXTENT SUCH WARRANTIES MAY LAWFULLY BE DISCLAIMED.

Website information is general business information and is not legal, tax, accounting, financial, medical, or other regulated professional advice. You should obtain advice from an appropriately licensed professional when needed.

12. Limitation of Liability

TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, THE CEO DESK LLC AND ITS OWNERS, OFFICERS, EMPLOYEES, CONTRACTORS, AND AGENTS WILL NOT BE LIABLE FOR INDIRECT, INCIDENTAL, SPECIAL, EXEMPLARY, PUNITIVE, OR CONSEQUENTIAL DAMAGES ARISING FROM OR RELATED TO YOUR USE OF, OR INABILITY TO USE, THE WEBSITE.

TO THE MAXIMUM EXTENT PERMITTED BY LAW, OUR TOTAL LIABILITY FOR CLAIMS ARISING SOLELY FROM USE OF THE PUBLIC WEBSITE WILL NOT EXCEED THE GREATER OF \$100 OR THE AMOUNT YOU PAID DIRECTLY TO THE CEO DESK LLC FOR THE SPECIFIC WEBSITE-BASED TRANSACTION GIVING RISE TO THE CLAIM, IF ANY.

Some jurisdictions do not allow certain exclusions or limitations. In those jurisdictions, the limitations above apply only to the fullest extent permitted by law.

13. Indemnification

To the extent permitted by law, you agree to indemnify and hold harmless The CEO Desk LLC and its owners, officers, employees, contractors, and agents from third-party claims, losses, liabilities, damages, and reasonable costs arising from your unlawful misuse of the website, your violation of these Terms, or your infringement of another party's rights.

14. Governing Law and Venue

These Terms are governed by the laws of the State of Arizona and applicable federal law, without regard to conflict-of-law rules. Unless a separate written agreement provides otherwise, any dispute relating to these Terms or the public website will be brought in a court of competent jurisdiction located in Arizona, subject to any rights or venue protections that cannot lawfully be waived.

15. U.S. Consumer Protection Rights

Nothing in these Terms is intended to waive rights or remedies that cannot legally be waived under applicable federal or state law. If you are entitled to mandatory consumer protections in your state, those protections remain in effect.

We intend to present material website terms, service descriptions, and disclosures in a clear and non-deceptive manner. If you believe any website statement is inaccurate or misleading, please contact us so we can review it.

16. Changes to These Terms

We may revise these Terms from time to time. The updated version will be posted with a revised effective date. Changes apply prospectively unless a different effective date is stated or applicable law requires otherwise. Your continued use of the website after updated Terms become effective constitutes acceptance of the revised Terms to the extent permitted by law.

17. Severability and Waiver

If any provision of these Terms is found unenforceable, the remaining provisions will remain in effect to the extent permitted by law. A failure by The CEO Desk LLC to enforce a provision is not a waiver of the right to enforce that provision later.

18. Contact Us

Questions about these Terms and Conditions may be directed to:

Company	The CEO Desk LLC
Website	https://theceodesk.net/
Email	support@theceodesk.net
Phone	520-556-8584

Website Terms and Conditions. These Terms should be read together with The CEO Desk LLC Privacy Policy and any applicable service agreement.