



Tech Angel Co-Working - Terms & Conditions

By purchasing a **Tech Angel Co-working** session, you are confirming that you understand and agree to the following:

1. Service Overview

Tech Angel Co-Working sessions are live, 1 or 2-hour sessions designed to provide you with accountability and **low-touch, supportive guidance** while you work on your own tech projects or systems.

Co-Working sessions will take place over Zoom:

- At the start of the session we will clarify what you plan to work on and also agree whether or not you would like an accountability check-in halfway through your time.
- While working, we'll keep microphones muted (but you can unmute any time to ask a question) and you can turn your camera off too.
- During the session, if you need to ask questions, you can share your screen and un-mute in order to ask your question.

2. Booking & Attendance

Sessions must be booked in advance using the booking link that will be provided after purchase.

If you are unable to attend:

- You may reschedule with at least **24 hours' notice**
- Sessions cancelled with less than 24 hours' notice may be forfeited

If you are late to the session, the session will still end at the scheduled time.



3. Preparation

To get the most from your session, you are encouraged to:

- come with a clear focus or task
- ensure you have access to any relevant platforms or logins
- share any key information in advance if needed

4. Session Scope & Expectations

Tech Angel Co-Working is designed to provide **low-touch, supportive guidance** while you work on your own systems. This includes:

- quick questions
- sense-checking decisions
- light troubleshooting and support

It is not intended to replace:

- dedicated 1:1 sessions
- full done-for-you project work

If a session requires more in-depth support, I may recommend booking a 1:1 session or arranging additional support.

5. Session Scope & Upgrades

If, during the session, the level of support shifts into more focused, high-touch 1:1 support (for example, extended troubleshooting, in-depth walkthroughs, or dedicated training), this may be treated as 1:1 time.

In this case:

- part of the session may be reclassified as 1:1 support
- the cost will be adjusted on a **pro-rata basis**
- any difference will be invoiced as an **upgrade fee**, with the original Co-Working payment taken into account



Where possible, I will flag this during the session so you can choose how you'd like to proceed.

6. Recording the Sessions

Sessions may be recorded for your personal reference. If you prefer the session not to be recorded, please let me know at the start of the session. When a recording is made, a link to the recording will be shared with you within 48 hours of the session. This recording will only be shared with you.

I will also use an AI notetaker on the Zoom - if there are any useful notes from that I will share these with you after the call.

7. Additional Session (if support not needed in your session)

If you attend a Tech Angel Co-Working session and do not need any support during that session, you are welcome to book **one additional Co-Working session at no extra cost**.

This is intended to give you flexibility if your needs change or you find that you're able to progress independently on the day after all.

This additional session:

- must be booked within **30 days** of the original session
- is limited to **one replacement session per booking**
- cannot be exchanged for a refund or alternative service

8. Refunds

Co-Working sessions are non-refundable.

Where appropriate, sessions may be transferred to another service at my discretion. In this case an upgrade cost to transfer to a different service may apply.



9. Fair Use & Respect

This service is designed to be supportive, collaborative, and focused.

I reserve the right to set appropriate boundaries during sessions and to pause or discontinue support if the service is misused or expectations fall outside the intended scope.

10. Confidentiality

Any information you share will be kept confidential and handled with care.

This includes any information shared directly, as well as anything visible during screen sharing (such as emails, customer data, account details, or business information).

I will not access, use, or retain this information beyond what is necessary to support you.

Where recordings are made, these will be shared only with you and will not be shared with any third parties.

You are responsible for ensuring that any sensitive information visible during screen sharing is appropriate to share.