

Terms and Conditions

Updated: June 2025

1. Services Provided

Honestus Enterprises offers non-legal administrative support including letter writing, form assistance, appointment scheduling, document organization (electronic), and formatting. All services are personalized and carried out by a single consultant.

2. Confidentiality

Your privacy matters. All client information, documents, and communications are treated with strict confidentiality and will never be shared, sold, or disclosed without your consent—unless required by law.

3. Payment & Bookings

Full payment is required at the time of booking unless otherwise arranged. Payments are accepted via PayPal, credit/debit card, Zelle, etc. Custom or complex projects may require a deposit.

4. Cancellations & Rescheduling

Appointments may be rescheduled up to 24 hours in advance. Cancellations with less than 24 hours' notice may incur a cancellation fee. No-shows are non-refundable.

5. Turnaround Time

Most services are completed within 1–3 business days, depending on complexity. Rush services may be available for an additional fee—please inquire in advance.

6. Limitations

Honestus Enterprises **does not** offer legal, financial, or medical advice. All support is administrative in nature and based on the information provided by the client.

7. Digital Delivery

Documents are shared via secure email or client-preferred platforms. Clients are responsible for reviewing and approving final drafts before submission or use.

8. Right to Refuse Service

We reserve the right to decline or discontinue service if a request is inappropriate, unlawful, or beyond the scope of administrative support.