



Girlfridayz

Business support to sole trader & SME's

28 Cambria Road
London SE5 9AE

E: girlfridayz@girlfridayz.com

W: <http://girlfridayz.com>

M: 07931089744

Booking Policy

Scope

Girlfridayz online booking facility is only available for appointment arrange at our London office which location details is available by clicking the **Book Now** button and viewing appointments description.

Appointments are available throughout our working time Monday to Saturday from 10.00am first available appointment to 6pm the last appointment weekday and Saturday from 10.00am to 3pm the last appointment and run on an hourly basis.

We strongly recommend that you sign up to our online booking facility to take advantage of the benefit it offers to the registered users of our website who have the opportunity once login to their account to view appointment booked, cancel any appointment and re-arrange it for another time.

For registered users of our website we strongly recommend that when booking an appointment using our online booking facility you login to your account to arrange an appointment.

Policy

1. Girlfridayz can meet with you at other location specified by you. Hence, for appointment in your office or at any other location can be arrange by contacting us via the following methods: call, send us a text message or WhatsApp us on 07931089744, Skype us at demands, email us at enquiry@girlfridayz.com or fill our contact form on our contact us page.
2. Appointments arrange via any contact methods is between Girlfridayz and the person booking the appointment in line with our privacy policy. However, we understand that on occasion the person booking the appointment may require support and want to attend with another person. If this occur, we require that you seek permission by inform us at booking time and if you are using our online booking facility you will need to fill the field which state **Add Your Question Here**.



Girlfridayz

Business support to sole trader & SME's

28 Cambria Road
London SE5 9AE

E: girlfridayz@girlfridayz.com

W: <http://girlfridayz.com>

M: 07931089744

3. Appointments made either throughout our booking online facility or via any other contact methods are for a duration of 1 hour free of charge. However, if an appointment run over by 1 minute the price of our consultation fee £25 will applied for the second hour and thereafter and it is due to be paid during your appointment via cash payment or card payment because we only offer 1-hour free consultation and all other hours are charge at £25 per hour.
4. Ensure when booking an appointment through our online booking facility that you complete the form accurately and completely. The field **Add Your Message** is optional and to be used only for specific information that you want to discuss at your appointment.
5. Bear in mind that our online booking facility appointments availability is arranged by services we offer where an initial appointment is required to discuss your requirement therefore, we required that you book an appointment using the right grid for the service you want to discuss with us.
6. If you are one of our customers and we currently completing work for you and you want to arrange a follow up appointment, we recommend that you only use the appointment grid which states **Book an Appointment** as the other grid are for specific appointments if you are using our online booking facility to arrange a follow up appointment.
7. You can book an appointment two weeks in advance via our booking online facility or on the day for same day appointment, but we cannot guarantee availability. if you are using other contact methods to arrange an appointment you can book an appointment two weeks in advance or on the day for the same day, but we cannot guarantee availability.
8. We require that you view the cancellation policy prior to book your appointment by clicking on the arrow located on the right-hand side of the online scheduler under the **Next** button which is only available once a date and time has been selected.



Girlfridayz

Business support to sole trader & SME's

28 Cambria Road
London SE5 9AE

E: girlfridayz@girlfridayz.com

W: <http://girlfridayz.com>

M: 07931089744

9. You can cancel any appointments arrange 24 hours in advance to avoid being charged a cancellation fee. if you want to cancel your appointment and re-arrange another one, please contact us on 07931089744 or use our online booking facility if you are a register user by login in your account.
10. You can cancel any appointments arrange 3 days in advance to avoid being charged a cancellation fee. if you want to cancel your appointment and re-arrange another one, please contact us on 07931089744 or use our online booking facility if you are a register user by login in your account.
11. We can cancel any appointment arrange if this occur, we will contact you 24 hours before due date and time or if it is an emergency and we need to cancel we will endeavour to contact you at least 1 hours before our appointment is due to start. We can cancel any appointments arrange 3 days in advance if we need to and do not have to provide with any reason.
12. If you do not attend appointments booked or cancel on the same day of the appointment a cancellation fee of £25 will be charged to you and you will receive a notification of payment lawfully due.
13. The cancellation fee reflects the loss of revenue as the result of turning away other potential booking and it is charge at the cost of our consultation fee as we only offer 1-hour free consultation.
14. Girlfridayz continued viability relies on booking being honoured by our customers or potential customers, adequate notice being given of any changes or cancellations.