



CASSLEY OFFICE SOLUTIONS

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Terms and Conditions for Digital Resources

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These terms apply to all digital resources purchased, downloaded, or accessed through the Cassley Office Solutions website. By purchasing, downloading, accessing, or using a resource, you agree to these terms.

If you do not agree with these terms, you should not purchase, download, access, or use any resource.

About Cassley Office Solutions

Cassley Office Solutions provides digital templates, guides, systems, checklists, documents, and other downloadable or online resources designed to support businesses with administration, organisation, bookkeeping, and office management activities.

Eligibility

By purchasing or accessing a resource, you confirm that:

- You are at least 18 years old
- You have the legal capacity to enter into a binding agreement
- Any information you provide is accurate and complete
- You are authorised to act on behalf of any organisation purchasing the resource



What you're buying

Resources are provided in one of two ways: as digital files available to download, or as content accessible through the secure area of the website using your account login. No physical goods are included.

Some resources are free. Where a price is shown, payment is taken at checkout and access is granted immediately, either as a download or through your account.



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Your right to cancel

Because these are digital products, your right to cancel under the Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013 ends once the download begins or access to the content is granted. By completing your purchase, you consent to this and acknowledge that you lose your right to cancel.

If there is a genuine problem with a resource, for example a corrupted file or a broken link, please get in touch and Cassley Office Solutions will work to resolve the issue.

Refunds

Due to the nature of digital products, refunds are not normally available once access has been provided.

However, Cassley Office Solutions may, at its sole discretion, offer a replacement, repair, credit, or refund where a resource is found to be defective, inaccessible, significantly different from its description, or where required by law.

Nothing in this section limits any statutory rights you may have.

How you can use the resources

When you purchase or download a resource, you are buying a licence to use it. You are not buying ownership of the content itself.

You can:

- Use the resource within your own organisation
- Edit and adapt editable templates to suit your needs
- Print copies for internal use



You cannot:

- Resell, redistribute, or share the resource with anyone outside your organisation
- Upload it to a public website or shared drive accessible to others
- Claim it as your own work or remove any branding or attribution
- Use it to create a competing product

One purchase covers one organisation. If you work with multiple organisations, each one needs its own copy.



Your licence is personal to the purchasing organisation and cannot be transferred, assigned, sublicensed, or shared with any third party without prior written permission.

Acceptable use

You agree not to use the website or resources:

- For any unlawful purpose
- In any way that infringes the rights of another person or business
- To transmit malicious software or harmful code
- In a way that may damage, disable, interfere with, or impair the operation of the website
- In a manner that could harm the reputation of Cassley Office Solutions

Account access

Where resources are accessed through the secure area of the website, your login credentials are for your use only and must not be shared.

You are responsible for maintaining the confidentiality of your login details and for all activity carried out through your account.

Cassley Office Solutions reserves the right to suspend, restrict, or permanently terminate access where there is evidence of account sharing, licence abuse, misuse, security breaches, fraudulent activity, or breach of these terms.

Website availability

Reasonable efforts are made to keep the website and resources available and functioning correctly.

However,  uninterrupted access cannot be guaranteed.

The website may be temporarily unavailable due to maintenance, updates, security issues, technical problems, or circumstances beyond reasonable control.



Not professional advice

These resources are practical tools and templates. They are not financial, legal, or professional advice.

Cassley Office Solutions has taken care to make them accurate and useful, but is not responsible for how they are used or any decisions made based on them.

Any reliance placed on a resource is entirely at your own risk.

If professional advice is required, you should seek advice from a suitably qualified accountant, solicitor, or adviser.

Intellectual property

All resources remain the intellectual property of Cassley Office Solutions. Your purchase gives you a licence to use the resource as described above, nothing more.

Unauthorised copying, sharing, distribution, resale, reproduction, or commercial exploitation of any resource may result in suspension of access, termination of licences, legal action, and recovery of damages and legal costs.

Pricing

All prices are shown in GBP and are inclusive of all charges.

Cassley Office Solutions is not VAT registered, so no VAT is applied.

Prices may be amended at any time, but changes will not affect purchases that have already been completed.



Liability

Resources are provided as is.

While Cassley Office Solutions takes reasonable care to ensure that resources are accurate and work as described, no guarantee is given that any resource will be suitable for your specific circumstances.



To the fullest extent permitted by law, Cassley Office Solutions excludes all implied warranties, conditions, and representations relating to the resources.

Cassley Office Solutions is not liable for any loss, damage, inconvenience, loss of profits, loss of business, loss of opportunity, loss of data, or consequential loss arising from the use of, or inability to use, any resource purchased or downloaded from this website.

The total liability of Cassley Office Solutions arising from any claim relating to a paid resource shall not exceed the amount paid for that resource.

Nothing in these terms excludes or limits liability where such exclusion or limitation is prohibited by law.

Force majeure

Cassley Office Solutions shall not be responsible for any delay or failure to perform its obligations where such delay or failure results from circumstances beyond reasonable control, including internet outages, cyber incidents, government action, severe weather, natural disasters, or other unforeseen events.

Severability

If any provision of these terms is found to be unlawful, invalid, or unenforceable, that provision shall be removed to the minimum extent necessary and the remainder of the terms shall continue in full force and effect.

Waiver

If Cassley Office Solutions does not immediately enforce any right under these terms, this does not mean that the right has been waived.



Any waiver must be confirmed in writing.

Governing law and jurisdiction

These terms and any dispute arising from them shall be governed by the laws of Scotland.



The Scottish courts shall have exclusive jurisdiction over any dispute arising from or connected with these terms, except where mandatory consumer protection laws provide otherwise.

Changes to these terms

Cassley Office Solutions may update these terms from time to time. The latest version will always be available on this page, with the date it was last updated shown at the top.

Continued use of the website or resources after any update constitutes acceptance of the revised terms.

Get in touch

If you have any questions about these terms or a problem with a resource, please contact:

paula@cassleyofficesolutions.co.uk

These terms were last reviewed in May 2026. They are written in plain English for clarity but are intended to be legally binding. If you are unsure about anything, please seek independent legal advice.

