

Damon Legal Services Ltd. — Terms & Conditions

Effective: October 08, 2025 (America/Vancouver)

Engagement & Agency

We act as agent for law firms and their clients. Work proceeds upon written email instructions.

Scope, fees, and timelines will be confirmed before we begin.

Scope of Services

Corporate, land title, PPSA, court filings, searches, document retrieval, and process serving.

Availability, access, and turnaround vary by jurisdiction and counterparty.

GST/HST & Tax Policy

- Non-taxable government disbursements are billed at cost with no GST/HST (no ITCs claimed).
- Taxable ("GSTable") disbursements are billed with the applicable GST/HST.
- Our service fees are taxable for GST/HST purposes.

Turnaround & Rush

Standard timelines are provided at engagement. Rush/expedite is available where supported by the registry/counterparty and may attract additional fees.

Records, Confidentiality & Security

We maintain records of instructions and deliverables and handle client information confidentially. Email and electronic transmissions are susceptible to alteration; please verify attachments where required.

Liability

We take care to ensure accuracy and timeliness. We are not liable for delays, outages, or errors arising from registries, third-party systems, or instructions outside our control.

Billing & Payment

Invoices itemize service fees and disbursements. Standard terms are due on receipt unless otherwise agreed. Unpaid balances may delay subsequent work.

Privacy

We collect and process matter details strictly for the purpose of completing instructed services and maintaining records. We do not sell client data. Questions or correction requests: damon@damonlegal.com.