



## Terms of Service

**Effective Date:** October 21, 2025

**Company:** ExcelPM360 LLC (“ExcelPM360,” “we,” “us,” or “our”)

**Website:** [www.excelpm360.com](http://www.excelpm360.com)

**Email:** [info@excelpm360.com](mailto:info@excelpm360.com)

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### 1. Overview

Welcome to ExcelPM360. By accessing or using our website, services, or materials, you agree to comply with and be bound by these Terms of Service (“Terms”). If you do not agree to these Terms, please do not use our services.

ExcelPM360 provides:

- **Professional Training Services** — including PMP® certification prep, study groups, and coaching.
  - **Fractional Project Management Consulting** — including part-time PM support, workflow optimization, and operational strategy for small businesses.
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### 2. Eligibility

You must be at least 18 years old and legally capable of entering a binding contract to use our services. By enrolling or engaging with ExcelPM360, you represent that the information you provide is accurate and complete.

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### 3. Services & Payment

#### 3.1 PMP® Training and Study Groups

Enrollment is confirmed once payment is received in full or an approved payment plan is arranged. Training materials, study guides, or digital resources may be provided through third-party vendors (e.g., Velociteach®). Access to course content is for personal, non-transferable use only.

#### 3.2 Fractional Project Management Consulting

Consulting services are provided on a monthly retainer or project basis. Scope, deliverables, and timelines will be outlined in an individual proposal or agreement signed by both parties before work begins.

#### 3.3 Fees and Billing

All fees are listed in U.S. dollars. Payment is due by the dates specified on your invoice. Late payments may incur a fee of 1.5% per month or the maximum rate permitted by law.

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#### 4. Cancellations & Refunds

- **PMP® Training:** Refunds may be available up to 7 days before the first session, minus any non-refundable material costs. Once materials have been shipped or digital access has been granted, no refunds are issued.
  - **Consulting Services:** Retainers and project fees are non-refundable once services have begun.
  - ExcelPM360 reserves the right to reschedule or cancel sessions for reasons including low enrollment or unforeseen events. In such cases, affected clients will receive a credit or reschedule option.
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#### 5. Client Responsibilities

Clients agree to:

- Provide timely, accurate information necessary for project success.
- Participate in scheduled meetings or training sessions.
- Respect all intellectual property and confidentiality requirements.

Failure to meet these obligations may impact delivery timelines or outcomes.

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#### 6. Intellectual Property

All training materials, templates, guides, and resources provided by ExcelPM360 remain our intellectual property and are protected by copyright. You may not copy, share, or redistribute any content without written consent.

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#### 7. Confidentiality

Both parties agree to maintain the confidentiality of proprietary or sensitive information shared during engagements. Confidential information may not be disclosed to third parties without written permission, except as required by law.

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#### 8. Limitation of Liability

ExcelPM360's services are designed to support professional growth and business improvement. However, we do not guarantee certification exam results, business outcomes, or specific financial gains.

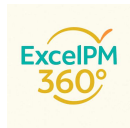
To the fullest extent permitted by law, ExcelPM360 shall not be liable for indirect, incidental, or consequential damages arising from the use of our services.

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#### 9. Third-Party Resources

We may reference or link to third-party vendors (such as Velociteach® or software platforms like Trello, Asana, or ClickUp). ExcelPM360 is not responsible for the content, policies, or performance of these third-party services.

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## 10. Privacy

Your privacy is important to us. Please review our **[Privacy Policy]** for information on how we collect, use, and protect personal data.

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## 11. Changes to These Terms

We may update these Terms at any time. Updates will be posted on our website with the “Effective Date” revised. Continued use of our services after changes are made constitutes acceptance of the updated Terms.

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## 12. Governing Law

These Terms are governed by the laws of the State of Georgia, without regard to conflict-of-law principles. Any disputes shall be resolved in courts located in Cobb County, Georgia.

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## 13. Contact Us

If you have any questions about these Terms, please contact us at:

 [info@excelpm360.com](mailto:info@excelpm360.com)

 **Mableton, Georgia**