

# Code of Ethics.

We take our commitment to our clients very seriously! We've developed these ethics to outline the level of service you can expect when working with us.

- We will always provide helpful and friendly service.
- We will respond to you in a timely manner.
- We aim to give accurate timeframes on completion times.
- We will guide you through your project so that you don't feel lost or confused.
- There are no silly questions. We are here to help.
- We will always be honest and treat you with respect.
- If we make a mistake, we will admit it and do our best to rectify it.
- We will always provide great value for money.
- All costs will be explained to you up front.
- If you have any concerns, we will work with you to find a solution.
- If you are ever unsatisfied with us in any way, we will endeavour to fully understand your point of view and work towards a positive outcome.

