



LH - BB CLUB PRO - LIST OF CONTENTS

This is the list of contents in the LH BB Club Pro in February 2025. The contents of the BB Club are added to and amended frequently. The BB Club Pro contains over 50 individual documents.

Section 1- Getting and Keeping New Clients - Your business terms and policies

- (1) Introduction to the section
- (2) Service Business - Terms and Conditions of business
- (3) Retainer Proposal/Schedule of Work
- (4) Retainer - explainer video
- (5) Expenses Policy (Charging expenses)
- (6) Complaints Policy
- (7) Rescheduling Policy (How clients reschedule meetings or sessions)
- (8) Retainer Policy
- (9) Late Attendance (if a client turns up late for meetings or sessions)
- (10) Facebook Clause (if offering your services via a Facebook Group)
- (11) Recording and Obtaining Consent
- (12) Prompt Payment Discount Clause
- (13) Instalment Payment Clause
- (14) Website Sales Policy (if you sell directly from a website)

Section 2 - Getting and Keeping New Clients - Your business terms and policies

- (15) Introduction to the section
- (16) Online Shop selling products
- (17) Gift Voucher Clause
- (18) Masterclass Business Terms and Conditions
- (19) Membership Business Terms and Conditions
- (20) Online Courses - Business Terms and Conditions

Section 3 - Getting Paid on time

- (21) Introduction to the section
- (22) Late Payment letter 1
- (23) Late Payment letter 1B – cancelled payment
- (24) Late Payment letter 2
- (25) Director's Personal Guarantee Agreement
- (26) Business Owner's Payment Guarantee
- (27) Offering Credit - Video Guide

- (28) Business to Business Credit Agreement

Section 4 - Essential Documents required for your website

- (29) Introduction to the section
- (30) Privacy Policy
- (31) Cookie Policy
- (32) Website Use Policy
- (33) Acceptable Use Policy
- (34) Copyright Notice and Press Notice

Section 5 - Data Protection Toolkit

- (35) Introduction to the section
- (36) Data Protection Policy
- (37) Data Processing Agreement
- (38) Consent Guidelines - GDPR - ADULT CONSENT TO PROCESS PERSONAL DATA
- (39) ICO Consent Checklist
- (40) Data Sharing Pack - Data Sharing Information
- (41) Data Sharing Email
- (42) Third Party Data Sharing Checklist
- (43) SAR - Individual Rights Request Form
- (44) Dealing with a Data Breach - Data Breach Checklist
- (45) Dealing with a Data Breach - Data Breach Record

Section 7 - Working With Others - Collaboration and Joint Ventures

- (46) Introduction to the section
- (47) Collaboration - Joint Venture - Working Together Checklist

Section 8 - Managing your Business

- (48) Introduction to the section
- (49) Business Assets & Business Liabilities Agreement
- (50) Agreement to appoint a director
- (51) Loan agreement with family members
- (52) Shareholder's Agreement
- (53) Company Law Checklist
- (54) Running Competitions - Website Competition T's & C's
- (55) Website Competition Rules

Section 9 - Protecting Your Business Information

- (56) Introduction to the section
- (57) An NDA to use with another business
- (58) An NDA to use with a person (not another business)

Section 10 – Hiring a Freelancer

- (59) Introduction to the section
- (60) Hiring a Freelancer - Master Agreement
- (61) Hiring a Freelancer - Assignment Sheet (Project Schedule)