Kim Pinelli.
SOLUTIONS
SYTEMS THAT CREATE CLARITY

Notion Focus Session

Terms & Conditions

These terms apply to all Notion Focus Sessions booked with Kim Pinelli (the "Consultant").

1. Scope of Services

The Notion Focus Session is a single, one-off individual session on a specific Notion topic chosen by the client. It takes place online via video call. The duration is specified in the respective booking.

The session may be used in particular for:

- answering specific questions about Notion,
- working together on an existing Notion setup,
- feedback and recommendations on structures, databases, or workflows,
- minor adjustments that can be implemented during the session.

The service is limited to the booked session. Preparation or follow-up work outside the session, full setup of a Notion system, and ongoing support are not included unless expressly agreed otherwise.

2. Booking and Payment

Sessions are reserved via the online booking system provided by the Consultant. The client then receives a payment link by email.

The fee is the price stated at the time of booking and is payable in full before the session. The contract for the Notion Focus Session is concluded upon receipt of payment, at which point the session is confirmed. By making payment, the client accepts these terms.

If payment has not been received at least 24 hours before the reserved session, the Consultant may release the time slot.

Amounts already paid are non-refundable, including in the event of rescheduling, short-notice cancellation, no-show, or expiry of the entitlement to the session.

3. Rescheduling by the Client

The client may reschedule the booked session up to two (2) times in total. Rescheduling must take place no later than 24 hours before the agreed session via the booking system or by email.

The new session must take place within three (3) months of the original booking.

After the second rescheduling or once the three months have passed, there is no further right to reschedule. If the session has not been attended by then, the entitlement to the session expires without refund.

4. Short-Notice Cancellation, Late Arrival, and No-Show

In the event of a cancellation or rescheduling request less than 24 hours before the agreed session, or a no-show, the session is deemed to have taken place.

If the client does not join within 15 minutes of the agreed start time, this is treated as a no-show.

If the client arrives late, the session ends at the originally scheduled time. Missed time will not be made up.

5. Rescheduling by the Consultant

If the Consultant is unable to attend a session for good reason, such as illness, she will inform the client as early as possible and offer a replacement date.

Rescheduling by the Consultant does not count towards the client's rescheduling allowance and extends the three-month period accordingly.

6. Preparation and Client Cooperation

The client shall share the desired topic and relevant information when booking or in good time before the session so that the time can be used as effectively as possible.

Where the session involves working on the client's Notion setup, the client shall ensure that they can share their screen or that the Consultant receives the required access.

The client is responsible for functioning technical equipment and a stable internet connection on their side.

7. Recording

Every session is recorded (video, audio and an automatically generated transcript or summary). The recording serves to document the session and to provide a record of the services delivered.

The client will receive a link to the recording after the session. The recording is used solely in connection with the agreed services and is not shared with third parties.

Recording is an integral part of the Notion Focus Session. By accepting these terms, the client consents to the recording. If the client does not consent to the recording, the session cannot take place.

8. Communication

Communication generally takes place by email.

9. Third-Party Services

The Consultant is not responsible for outages, changes, limitations, or errors of Notion, the booking system, the video call tool used, or other third-party tools.

Costs for software, licences, or other third-party services are not included in the Notion Focus Session.

10. Confidentiality

Both parties undertake to treat as confidential all non-public information that becomes known to them in the course of the session and to use it solely for the agreed service.

11. Liability

The Consultant conducts the session with due care and based on the information provided by the client. The recommendations constitute professional advice. No guarantee is given for a specific outcome.

Otherwise, the statutory liability provisions apply.

12. Final Provisions

The Consultant provides her services as an independent self-employed professional.

The laws of the Federal Republic of Germany apply.

To the extent legally permissible, the place of jurisdiction is the Consultant's registered place of business.

If any provision of these terms is or becomes invalid, the validity of the remaining provisions shall remain unaffected.