[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Add or remove table rows to fit your needs. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Website Terms of Service

For [website address] - operated by [Company name]

Last updated: [date]

1. Acceptance

By using this website you agree to these terms. If you do not agree, do not use the website.

2. Use of the website

- You must be at least [13/16/18] years old, or have a parent or guardian's permission.
- You must not misuse the website, attempt to disrupt it, or use it for unlawful purposes.
- We may suspend or restrict access at our discretion.

3. Intellectual property

All content on this website - text, graphics, logos and downloads - belongs to [Company name] or its licensors. You may download templates for your own business use. You may not resell, redistribute or republish our content as your own.

4. Downloads and templates

Templates are provided as general resources, not professional advice. You are responsible for checking that a template suits your needs and complies with the laws that apply to you.

5. Liability

The website is provided “as is”. To the extent the law allows, we are not liable for any loss arising from your use of the website or its content.

6. Privacy

How we handle personal data is explained in our Privacy Policy at [privacy policy URL].

7. Changes

We may update these terms at any time. Continued use of the website after changes means you accept the new terms.

8. Contact

Questions about these terms: [contact email].

9. Governing law

These terms are governed by the laws of [jurisdiction].

Important: this is a general template, not legal advice. Laws differ by country, state and industry. Have a qualified lawyer review this document before you rely on it. Delete this notice before circulating the finished document.