

Template draft. This is standard boilerplate prepared for review. It is not legal advice. Replace every [highlighted placeholder], confirm each statement matches how IdeaLine actually operates, have a qualified lawyer review it for your jurisdictions, and delete this notice before publishing.

Terms and Conditions

Version 0.1 (draft for legal review) · Effective [EFFECTIVE DATE] · Last updated [EFFECTIVE DATE]

You can download these Terms above as PDF, Word or plain text for your records. The version you agreed to is the one in force on the date you accepted it; we keep earlier versions on request.

These Terms and Conditions ("**Terms**") are an agreement between [COMPANY LEGAL NAME] ("IdeaLine", "we", "us") and the organization or person that accesses the Service ("you"). By signing in or using the Service you agree to these Terms. If you use the Service for an organization, you confirm you may bind it.

1. The Service

IdeaLine is a project, content planning and idea-development tool for teams. Features vary by plan. Features marked "coming soon" are not part of the Service until released and may change before release.

2. Invitation-only access and accounts

- Access is granted only by a workspace owner. You may not attempt to bypass access controls or sign in with an account that is not yours.
- Keep your credentials confidential and use a strong, unique password. You are responsible for activity under your account until you tell us it was compromised.
- Workspace owners are responsible for who they invite, the roles they assign (owner, member, viewer), and removing access when someone leaves.
- Notify us promptly at [CONTACT EMAIL] of any suspected unauthorized access.

3. Plans, fees and billing

Fees, billing cycles, renewal, cancellation, refunds, taxes and card-data security are set out in the [Payment Terms](#), which are part of these Terms. Payments are processed by Stripe. In

short: Starter is \$19 a month or \$200 a year (up to 5 people), Team is \$49 a month or \$500 a year (up to 15 people) and Studio is \$99 a month or \$1,000 a year (up to 50 people), flat per workspace and before taxes. We may change prices with at least [30] days' notice before your next renewal.

4. Acceptable use

You will not: break the law or infringe others' rights; upload malware or attempt to disrupt, probe or overload the Service; scrape or reverse engineer it except as law permits; use it to store or share unlawful, harassing or deceptive content; send spam; or resell the Service without our written consent.

5. Your content

You and your organization own the content you put into the Service ("**Customer Content**"). You grant us a limited license to host, process, transmit and display it solely to provide and secure the Service and as described in our [Privacy Policy](#). You are responsible for your content and for having the rights to share it. Content that links to files in third-party storage remains in that storage and subject to its owner's permissions and terms.

6. Share links

Users may create read-only links to projects. Anyone who has a link can view what it exposes until it expires or is revoked. You are responsible for deciding who receives a link and for not sharing confidential, regulated or personal information through one. We are not responsible for what recipients do with information you choose to share.

7. Third-party services

The Service may connect to third-party services such as Google Drive, Microsoft OneDrive, Dropbox and Box. Your use of them is governed by their terms. We do not control and are not responsible for them.

8. Our intellectual property

The Service, including its software, design, text and marks, belongs to [COMPANY LEGAL NAME] and its licensors and is protected by law. We grant you a limited, non-exclusive, non-transferable, revocable right to use the Service during your subscription for your internal

business purposes. All rights not expressly granted are reserved. See the [Copyright and Legal Notice](#).

9. Feedback

If you give us suggestions, you allow us to use them without restriction or payment.

10. Privacy and data protection

Our [Privacy Policy](#) and [Data Policy](#) explain how we handle personal information. Where we process personal data for you as a processor, our [Data Processing Addendum](#) applies and is available for signature on request at [\[CONTACT EMAIL\]](#).

11. Availability and changes

We work to keep the Service available but do not promise uninterrupted or error-free operation. We may modify or discontinue features, giving reasonable notice of material reductions. [\[Add any uptime or support commitments here once they are decided\]](#).

12. Term and termination

These Terms apply while you use the Service. You may stop at any time. We may suspend or end access for material breach, security risk, non-payment or legal reasons. After termination you may export your data for [\[30\]](#) days, after which we may delete it as described in the Data Policy.

13. Disclaimers

To the fullest extent permitted by law, the Service is provided "as is" and "as available" without warranties of any kind, express or implied, including merchantability, fitness for a particular purpose and non-infringement. Character limits and other platform information shown for social networks are estimates; always verify before publishing.

14. Limitation of liability

To the fullest extent permitted by law, neither party is liable for indirect, incidental, special, consequential or punitive damages, or loss of profits, revenue, data or goodwill. Our total liability arising out of these Terms is limited to the fees you paid for the Service in the [12] months before the event giving rise to the claim. Nothing limits liability that cannot be limited by law.

15. Indemnity

You will defend and indemnify us against third-party claims arising from your Customer Content or your breach of these Terms, to the extent permitted by law.

16. Governing law and disputes

These Terms are governed by the laws of [GOVERNING LAW / JURISDICTION], excluding conflict-of-law rules. The courts of that jurisdiction have exclusive jurisdiction, subject to any mandatory consumer protections. [Consider whether to add arbitration or class-action terms with counsel].

17. Changes to these Terms

We may update these Terms. We will give notice of material changes before they take effect. Continuing to use the Service afterward means you accept them.

18. Accessibility

We work to make the Service usable by people with disabilities and publish an [Accessibility Statement](#) and an [Accessibility Conformance Report](#). Tell us about any barrier at [ACCESSIBILITY CONTACT EMAIL] and we will work with you on a fix or an alternative.

19. General

These Terms, with the policies they link to, are the entire agreement on this subject. If a provision is unenforceable the rest remains in effect. You may not assign these Terms without our consent. Our failure to enforce a right is not a waiver.

20. Contact

[COMPANY LEGAL NAME], [REGISTERED ADDRESS]. Email: [CONTACT EMAIL].