

## Payment Terms and Condition

We believe our agreement with you is simple — we will provide services, all we ask is that you pay us when you receive our invoice. We do not need reminders to provide services; we don't believe you should need several reminders to pay us. The more important the work you need and the quicker you need that performed, the more important your payment to is and the quicker we would like to receive it.

**Invoicing:** We will send you an invoice at the beginning or conclusion of a project, depending upon the nature of that project. We will send the invoice to the e-mail address specified by you. The payment for your plan is billed in advance, are non-refundable.

**Due date:** Payments are due and payable upon your receipt of our invoice. We would like to receive payment within 7 days of the invoice due date. Work on project will not commence in most cases unless payment or deposit has been received.

**Change in charges:** We may change the charges for the services at any time or impose additional charges if you upgrade or downgrade to **add on** features, and also if there is price hike by the vendors/suppliers in our services we have to charge you the same, whether of your election or pursuant you will be charged at the current rate for such plans.

**Late payments:** If any payment amount is not received by us by the due date, then without limiting our rights or remedies you have authorized us to charge you late penalty fees as per company norms. Please refer below charges for the late payment.

Period / Delayed Payment	Late Payment Charges	Service Status
0-2 Days after Over Due	No Late Payment Charges	No Effects on your Services
3-7 Days after Over Due	Rs. 1500 or 10% of the billed amount (whichever is greater)	No Effects on your Services
8-14 Days after Over Due	Rs. 3000 or 20% of the billed amount (whichever is greater)	Suspension of your services
15 or 15 + Days after Over Due	Rs. 5000 or 30% of the billed amount (whichever is greater)	Suspension of your services

**Suspension of services and Acceleration:** If any agreement for any services is 7 or more days overdue (or 10 days or more days overdue in the case of amount you have authorized us to charge you penalty). We may without limiting our other rights and remedies accelerate your unpaid fee obligations under such agreement so that all such obligations become immediately due and payable and suspended our services to you until such amounts are paid in full.

We will give at least 7 days prior notice that your account is overdue for billing notice, before suspending services to you.

**Payment Disputes:** We will not Exercise our rights under Late Payments or Suspension of Services and Acceleration above if you are disputing the applicable charges reasonably and in good faith and are cooperating delight to resolve the dispute.

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