

File by FIFO — Pricing Guide

Subscription Plans

Tier	Employees	Annual Fee	Monthly Equivalent	One-Time Setup
1	0-20	R5,000	R417	R1,000
2	21-50	R8,000	R667	R1,500
3	51-100	R12,000	R1,000	R2,500
4	101-300	R15,000	R1,250	R2,500
5	301-500	R20,000	R1,667	R2,500
6	500+	R25,000	R2,083	R2,500

Prices exclude VAT. Annual billing recommended for 2-month savings.

What's Included in All Plans

Core Features

- 10-phase guided warning wizard
- LRA-compliant PDF generation
- 11 South African language scripts
- Digital signature capture (manager + employee)
- 4 delivery methods (Email, WhatsApp, Print, QR Code)

Management Tools

- Employee database with full history
- Department organization
- Multi-manager support
- Role-based dashboards (HR, HOD, Executive)

Mobile & Accessibility

- Works on any smartphone or computer
- No app installation required
- Offline-capable (works in areas with poor signal)

Support & Security

- Email support
 - POPIA-compliant data storage
 - Automatic backups
 - Unlimited warning storage
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What the Setup Fee Covers

- Account configuration
 - Department structure setup
 - Employee data import (CSV upload)
 - Manager account creation
 - Initial training session (1 hour)
 - PDF template customization (logo, colours)
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The ROI Analysis

The Cost of CCMA Cases

Item	Typical Cost
Attorney consultation	R2,500–R5,000
CCMA representation (per day)	R8,000–R15,000
Preparation and documentation	R5,000–R10,000
Unfair dismissal award	12–24 months salary
Reputational damage	Incalculable

Average total cost of lost CCMA case: R180,000+

The Math (Real Example)

Company with 75 employees:

- File annual cost: R12,000
- One CCMA case avoided: R180,000 (conservatively)
- **ROI: 15x return on investment**

Even if File only prevents **one case every 15 years**, it pays for itself.

How Businesses Typically Lose at CCMA

1. **No written warning** — Manager gave verbal warning but nothing documented
2. **Skipped progressive discipline** — Jumped straight to dismissal
3. **Wrong procedure** — Didn't allow employee to respond
4. **Lost documents** — Warning existed but can't find it
5. **Language barrier** — Employee didn't understand the warning

File eliminates all five failure points.

Competitor Comparison

Feature	File by FIFO	Word/Excel Templates	Generic HR Software
Guided step-by-step process	Yes	No	Sometimes
LRA compliance built-in	Yes	No	Varies
11 SA languages	Yes	No	No

Feature	File by FIFO	Word/Excel Templates	Generic HR Software
Digital signatures	Yes	No	Sometimes
Mobile-first	Yes	No	Some
SA-specific design	Yes	No	No
Price per year (50 employees)	R8,000	R0*	R15,000–R50,000

Word templates are “free” until a case is lost.

Payment Options

Annual Payment (Recommended)

- Pay upfront for the year
- Effectively 2 months free vs monthly
- Invoice issued at start of subscription

Monthly Payment

- Pay each month
- Higher total cost over the year
- Good for trying the system

Payment Terms

- Payment due within 7 days of invoice
 - Bank transfer (EFT) preferred
 - Credit card available on request
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Frequently Asked Questions

Q: What if we grow past our tier? A: You can upgrade tier at any time. We’ll pro-rate the difference.

Q: Can we get a discount for multiple years? A: Contact us for multi-year pricing. We offer 10% discount for 2-year commitments.

Q: Is there a trial period? A: We offer a live demo with your real scenarios. Full refund within 30 days if not satisfied.

Q: What happens to our data if we cancel? A: You have 30 days to export all data. After that, we permanently delete everything.

Ready to Get Started?

Contact us for a demo:

- Email: support@fifo.systems
- Website: <https://file.fifo.systems>

See the system in action with your real disciplinary scenarios.