

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
-

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)
-

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
-

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.