

# Order Form

## FILE by FIFO — Subscription Agreement

Complete this form to activate your File by FIFO subscription

### Client Information

#### Company Details

Field	Details
<b>Registered Company Name</b>	
<b>Trading Name (if different)</b>	
<b>Company Registration No.</b>	
<b>VAT Number (if applicable)</b>	

#### Billing Address

Field	Details
<b>Street Address</b>	
<b>City</b>	
<b>Province</b>	
<b>Postal Code</b>	

#### Primary Contact

Field	Details
<b>Full Name</b>	
<b>Position/Title</b>	
<b>Email</b>	
<b>Phone</b>	

### Subscription Details

#### Selected Plan

Field	Details
<b>Number of Employees</b>	
<b>Selected Tier</b>	

#### Pricing

Item	Amount
<b>Annual Subscription Fee</b>	R _____
<b>One-Time Setup Fee</b>	R _____
<b>TOTAL</b>	<b>R</b> _____

### Payment Schedule

Option	Tick
Annual payment (single invoice)	<input type="checkbox"/>
Monthly payment	<input type="checkbox"/>

### Preferred Start Date

Field	Details
<b>Requested Start Date</b>	_____

### Payment Method

Method	Tick	Details
Bank Transfer (EFT)	<input type="checkbox"/>	Invoice will be sent via email
Credit Card	<input type="checkbox"/>	Payment link will be sent
Debit Order	<input type="checkbox"/>	Complete mandate form separately

### Terms and Conditions

By signing this Order Form, the Client agrees to:

1. **Service Terms:** The subscription is governed by the File by FIFO Terms of Service available at [file.fifo.systems/terms](http://file.fifo.systems/terms)
2. **Payment:** Payment is due within 7 days of invoice. Late payment may result in service suspension.
3. **Data:** Client data remains the property of the Client. FIFO processes data in accordance with POPIA requirements.
4. **Cancellation:** Subscriptions may be cancelled with 30 days written notice. Setup fees are non-refundable.
5. **Tier Changes:** If employee count exceeds the subscribed tier, Client agrees to upgrade to the appropriate tier.
6. **Support:** Email support is included. Response within 24 hours on business days.

## Authorisation

### Client Signature

I am authorised to enter into this agreement on behalf of the above company.

Field	Details
<b>Full Name</b>	_____
<b>Position</b>	_____
<b>Signature</b>	_____
<b>Date</b>	_____

### FIFO Representative

Field	Details
<b>Full Name</b>	_____
<b>Signature</b>	_____
<b>Date</b>	_____

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## What Happens Next

1. **Invoice Sent** — Within 24 hours of receiving this form
2. **Payment Received** — Account activated within 1 business day
3. **Setup Call Scheduled** — We'll contact you to arrange setup
4. **Go Live** — Typically within 3-5 business days of payment

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## Internal Use Only

Field	Details
<b>Order Number</b>	FIFO-ORD-_____
<b>Sales Rep</b>	_____
<b>Referral Source</b>	_____
<b>Invoice Sent Date</b>	_____
<b>Payment Received Date</b>	_____

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**Return completed form to:** support@fifo.systems

**Questions?** Contact support@fifo.systems

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*File by FIFO — Protecting South African businesses since 2024*

*FIFO Technologies (Pty) Ltd | file.fifo.systems*