

Title: Billing FAQ (Quarterly Plans)

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### Summary

This FAQ answers common questions about quarterly billing, proration, refunds, and invoice access.

### What is a quarterly plan?

A quarterly plan charges every 3 months on the subscription anniversary date.

### How does proration work if I upgrade mid-cycle?

We credit the unused portion of the old plan and bill immediately for the remainder of the cycle at the new plan rate.

### Refund policy

Refunds are evaluated case-by-case within 30 days of charge. Contact [billing@example.com](mailto:billing@example.com) with the invoice number.

### Where can I download invoices?

Go to Account → Billing → Invoices. Click “Download PDF”.

### Images:



### Tax handling

We apply tax based on your billing address and any valid tax IDs on file. Update your tax details in Account → Billing → Tax Info.

### Contact

[billing@example.com](mailto:billing@example.com)