

## Terms of Service

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### Automatic Updates

FlexShift may communicate with FlexShift servers to check for available updates to the software, such as bug fixes, patches, enhanced functions, missing plug-ins and new versions updates. Billing Cycles (applicable if subscribed to Jot Time only) FlexShift bills the staffing vendors once a month using their credit card billing account information that was created during registration and account setup. Your credit card will be processed for billing each month on the day corresponding to your registration and account setup.

### Payments

You agreed and give FlexShift, Inc. permission to process your credit card on file and you agree to notify FlexShift of any changes to your credit card such as expirations dates, credit card changes, etc. Any changes whether addition or subtraction of user level accounts or user license seats (if a vendor adds/removes clients and employees) will be reflected on their next billing cycle. Unsuccessful monthly processing of credit cards must be taken care of by the subscriber by providing FlexShift with other credit card account information for immediate processing. All late payments over 30 days may result in suspension of account until account status is brought up to current status.

### Refunds

There is a 30-day money back guarantee if you request to discontinue use of FlexShift. You may email us at [optout@FlexShift.com](mailto:optout@FlexShift.com) to cancel your subscription and get your refund.

### Information Practices

Protecting users' privacy is very important to FlexShift. As a condition of using FlexShift, you agree to the terms of the FlexShift **Privacy and Security Policy**, which may be updated from time to time, as expressed in the most recent version that exists at the time of your use. Information collected by FlexShift may be stored and processed in the United States or any other country in which FlexShift Inc. or its agents maintain facilities.

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**Changes to Terms and Conditions**

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