



# Support and Maintenance Plans

## Terms and Conditions

1. **Billing Agreement:**
  - By engaging our services, you agree to be bound by these terms and conditions for monthly billing.
  - Our services include website and software development, support, maintenance, and any additional agreed-upon services.
2. **Monthly Billing Cycle:**
  - Services will be billed on a monthly basis, starting from the commencement date specified in the service agreement.
  - Monthly billing will continue until either party terminates the agreement in accordance with the termination clause.
3. **Billing and Payment:**
  - Invoicing will occur monthly, and invoices will be sent to the client's designated billing contact via email or other agreed-upon communication method.
  - Payment is due within [number of days] from the date of invoice unless otherwise specified in the service agreement.
  - All payments shall be made in the currency specified in the invoice.
4. **Late Payments:**
  - Late payments may result in suspension of services until outstanding payments are made.
  - A late payment fee or interest charges may be applied to outstanding amounts in accordance with applicable laws and regulations.
5. **Price Adjustments:**
  - We reserve the right to adjust pricing for our services upon [notice period] notice to the client.
  - Price adjustments will not affect the current billing cycle but will be reflected in subsequent invoices.
6. **Termination:**
  - Either party may terminate the agreement by providing written notice within the agreed-upon notice period specified in the service agreement.
  - Upon termination, the client shall be responsible for all outstanding payments up to the effective date of termination.
7. **Suspension or Termination for Non-Payment:**
  - In the event of non-payment exceeding [number of days] from the due date, we reserve the right to suspend or terminate services until outstanding payments are made.



8. Confidentiality:
  - Both parties agree to keep any confidential information exchanged during the provision of services confidential and not disclose it to third parties, except as required by law or with prior written consent.
9. Intellectual Property:
  - Unless otherwise specified in the service agreement, all intellectual property rights associated with the developed websites, software, or other deliverables shall remain the property of our company.
10. Limitation of Liability:
  - Our company shall not be held liable for any indirect, incidental, special, or consequential damages arising out of or related to the provision of services.
11. Governing Law and Jurisdiction:
  - These terms and conditions shall be governed by and construed in accordance with the laws of Quezon City, Philippines.
  - Any disputes arising from these terms and conditions shall be subject to the exclusive jurisdiction of the courts in Quezon City, Philippines.
12. Amendments:
  - We reserve the right to amend these terms and conditions upon providing 7 days' notice to the client.
  - Continued use of our services after receiving notice of amendments shall constitute acceptance of the revised terms and conditions.