

## **People First HR Services**

### **HR OnCall Subscription Term of Service**

By clicking submit, you authorize People First HR Services to charge your credit card for your subscription as identified in the registration form.

People First HR Services will provide advice and information related to human resource issues and concerns in your business via email and phone support Monday to Wednesday, 8:00 am to 5:00 pm CST and Thursday to Friday, 8:00 am to 6:00 pm CST.

HR OnCall inquiries received within established service hours will receive a response within two hours. Ultimate resolution for clients may require additional time and/or contact with and information from clients.

Subscription rates are reviewed February 1 each year. Fees are \$60 per month or \$720 annually, all rates subject to applicable taxes and a 4% administration fee. A single payment will be charged to the provided credit card on the 28th day of the month commencing paid subscription. Annual subscriptions will receive a renewal notice in the month prior to the end of the subscription period.

People First HR reserves the right to adjust pricing or cancel service, should individual client usage exceed three times the average client usage for two consecutive months. Should People First HR cancel the subscription service; clients with a prepaid annual subscription will receive a refund for the prorated amount remaining in the annual subscription. Client may terminate the agreement by providing three (3) months written notice.