



Microsoft  
Partner

SMALL & MIDSIZE  
BUSINESS MANAGEMENT  
ADVANCED SPECIALIZATION

July 2024

# Microsoft Dynamics 365 Business Central, Microsoft 365 & Office 365 SaaS

## Subscription Terms and Conditions 2024

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## 1. Charges

Your licensing plan for Microsoft 365 SaaS (including Business Central & Office products) is due for **payment yearly in advance**.

The cost reflects your user numbers, user types and the price of the software subscription from Microsoft. The charge excludes QiCover providing you with remote and telephone support for Microsoft 365 SaaS (including Business Central & Office products), which is [available as a separate contract](#). Your annual charge will change if you increase user numbers or change your licensing type. A reduction in user numbers will be reflected from your next renewal.

Following our notice to you, that we did not receive an on-time, full payment from you, we may suspend or cancel the Services if you do not make the full payment within the relevant time, in line with Microsoft payment terms.

Suspension or cancellation of the Services for non-payment could result in a loss of access to and use of your Microsoft Office 365 account and its content.

## 2. Your Billing Account

To pay the charges for a Service, you will be asked to provide a payment method at the time you sign up for that Service.

## 3. Recurring Payments and Annual Renewals

When you commit to software on a subscription basis, you agree that you are authorising recurring payments.

Payments will be made to Qi Ltd by that method, and at the recurring interval of annual in advance, until the subscription for that Service is terminated by you, Qi Ltd or by Microsoft. You must cancel your Services before the next billing date to avoid being charged to continue your Services. The notice period defined by this agreement is 3 months from when the next payment is due.

**Please be advised that in the absence of your specific instruction your licensing will move to the global monthly Microsoft licensing model which attracts a 20% premium and becomes a rolling monthly agreement (subject to 30 days' notice).**

## 4. Price Changes

Your charge for Microsoft 365 SaaS (including Business Central & Office products) is invoiced on a yearly basis and is not a trial offer. Microsoft may change the price of the SaaS model. Qi Ltd will inform you at least 30 days before the price change becomes effective. You will have the opportunity to cancel your Microsoft 365 SaaS (including Business

Central & Office products) agreement at that time and in accordance with the notice period of 3 months. Cancellation will come into effect at your next annual contract renewal date. When we notify you of the price change, we will also inform you of the reasons and scope of the increase in prices. The new price will become automatically effective at your next annual renewal, if you do not cancel your Microsoft 365 SaaS (including Business Central & Office products) agreement with Qi Ltd.

## 5. Late payments

In case of late payments, you must pay for the reasonable costs we incur to collect any past due amounts including lawyers' fees and other legal fees and costs, as permitted by law and regulations. We may suspend or cancel your Microsoft licensing services if you fail to pay in full after we send you a reminder, and/or, if you fail to make your payment within an appropriate time. You can avoid suspension or cancellation if you make the required payment within the appropriate time set forth in the reminder.

## 6. Specifying Your Current Licence Requirements for the Coming Year

| Licence Type (Business Central, Microsoft 365 or Office 365) | Licence Level (e.g. Premium, Essentials, Standard, Basic) | User Numbers for this Licence Type |
|--|---|------------------------------------|
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(You may add licences during the year. Please complete [this](#) online [form](#) for **subsequent** additions following contract renewal.)

Upon receipt of this signed document, an invoice for one year's licensing will be raised, for the software type and licence level based for the user numbers specified above, and submitted for your payment. Payment must be cleared funds prior to the commencement of the contract date.

I, the authorised signatory undersigned confirm that I have read and understood the terms and conditions provided by Qi Ltd relating to accessing Microsoft 365 SaaS (including Business Central & Office products) against the Pricing Schedule provided by the same.

|                            |  |
|----------------------------|--|
| <b>Company</b>             |  |
| <b>Signatory</b>           |  |
| <b>Contract start date</b> |  |