

### **Cancellation Policy**

- **You must cancel your account(s) directly from the system.** Log in, and on the "Control Panel", click on the "Account" segment, and go to the "Cancel Account" link.
- It is the client's responsibility to cancel on time.
- When you cancel your account(s), the system will automatically create a written notice confirming your cancellation. And you will receive it by email.
- That email will be proof of your cancellation. Please, keep it and do not forward it to the trash folder, in case any problem arises.
- **We highly suggest canceling your account(s) 48 hours before your payday to avoid new charges.**

### **Refund Policy**

- **NO REFUNDS WILL BE GRANTED.**
- No refund will be issued to clients who fail to cancel their subscription(s) on time; unless they can prove the cancellation made with the confirmation email received.
- As long as the account(s) remains active, you will continue to be invoiced.
- **WE DO NOT GIVE PARTIAL REFUNDS,** as billing is only done on a full month or annual term.
- If you decide to cancel after payment, you will not receive a refund for the current month in use.

Please keep in mind that our charges will appear in your bank under the name REI

Property Fax, LLC.