

**Terms & Conditions:**

1. Continued use of the Document Management System will be enjoyed by the Client as long as CBS services are being used and payments are up to date, access to view the documents will remain should this free offer expire, no new documents will be uploaded on the system after expiration
2. If the Document Management system is hosted on the Client's server, a once -off installation fee will be charged, this installation fee will be credited to the Client's account after 6 months of continued use of CBS as service provider
3. The server should be compatible and Windows based in order to ensure a successful installation
4. Cloud installation are available a monthly hosting fee will be charged
5. Back-ups of all documents are the Clients responsibility
6. Back-ups of documents can be made by CBS at, a monthly fee will be charged
7. 1 Hour training is included in this offer
8. Training exceeding 1 hour will be charged at an hourly rate
9. Network maintenance and support will remain the Client's responsibility