



Subscription terms Office 365

The subscription terms of our products vary. The individual contract concluded with Green always applies. Our current subscription terms, excluding special promotions and agreements, are as follows:

1.1 Contract duration

It is possible to choose between an annual or a monthly contract period.

The cancellation of a license is now only possible within the first 72 hours after activation!

Monthly contract period

M365/O365 licenses purchased on a monthly basis will be charged monthly and will be 20% more expensive than licenses purchased annually, effective June 01, 2022.

The first licenses must be obtained for at least 3 months.

With the monthly contract term, licenses can be added or removed on a month-to-month basis.

The billing of additional licenses (which have never been obtained) is synchronized with the other licenses by means of a difference calculation.

Annual contract duration

The licenses purchased annually are charged annually.

With the annual contract period, licenses can be added at any time.

Cancellation of licenses is possible only at the end of the contract period.

The billing of additional licenses (which have never been obtained) is synchronized with the other licenses by means of a difference calculation.

1.2 Payment terms and invoice conditions

The billing of the monthly or annual contract period always takes place before it comes into effect.

All invoices are payable within days30 from the date of issue without deduction.

Unpaid licenses will not be renewed.

1.3 Default of payment

In the event of late payment, Green is entitled to immediately block access or terminate the licenses with Microsoft. If the licenses are terminated by Green with Microsoft due to a delay in payment, a new order will be placed after the incoming payments of the outstanding receivables have been booked.

1.4 Cancellation

The termination of a part of the licenses (downgrade) or of all licenses is possible at the end of the monthly or annual contract period. The cancellation must be sent to Green by e-mail **two months** before the end of the monthly or annual contract period.

If the cancellation is made before the expiry of the agreed minimum subscription period or on a date not agreed, a refund is excluded.

Without cancellation, the subscription is extended by one month for monthly contracts and by 12 months for annual contracts. The use of the subscribed products is not actively monitored by green.ch.

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