

applicaa

GUIDE TO BILLING



If you need help comparing Applicaa's subscriptions, understanding how billing works, or making a change to your subscription – you've come to the right place.

Overview

Applicaa subscriptions and features

1. [Table of Products and services](#)

Applicaa pricing

1. [Applicaa Pricing](#)

How our Referral Programme works

1. *Upon successfully enrolling the Referee, the Referrer will receive a 10% discount on their next purchase or renewal from Applicaa.*
2. *Additionally, the Referring institution will be eligible to receive a £50 Amazon voucher as a contribution to the staff well-being budget.*
3. *The Referee will receive a 10% discount upon signing up for services with Applicaa through the referral link provided by the Referrer.*



Manage your Application subscription

Upgrading your subscription

- *If you would like to upgrade your package, or discuss further training options, please contact your Customer Success Manager (CSM) if in your 1st year; Customer Engagement Manager (CEM) if 2nd year and beyond.*

Managing your billing details

- *It is your responsibility to ensure we have your correct billing details, to ensure accurate billing, smooth transactions, and a hassle-free experience with our services. Missed, or late payments may incur additional charges.*

Downgrading your subscription

- *If you would like to downgrade your package, please contact your CSM or CEM.*
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Paying for Applicaa



Methods of payment

- *All Payments to be made by the Customer under this Agreement shall be paid to an account designated by Applicaa either by **Direct Debit** instruction or **BACS transfer** and shall arrive on or before the due date in cleared funds. Prompt payment of all sums dues under this Agreement is an essential condition of the Agreement.*
- *Payments by Direct Debit are taken on the day of the license start, or renewal date.*
- *By **Cheque** made payable to: Applicaa Ltd. And be posted to: 23 Abdale Road, London, W12 7ER, United Kingdom.*

Billing dates

- *Your Applicaa license subscription is billed annually. Your invoice will be issued up to 60 days before your Applicaa subscription starts, and are due 30 days from the invoice date.*
- *Invoices for services are issued at the point of contract, and are due no less than 30 days from the date the training is to be delivered.*

Billing frequency

- *Applicaa is billed annually. Your invoice will be issued up to 60 days before your Applicaa subscription starts, and are due 30 days from the invoice date.*

Failed payments

- *Applicaa reserves the right to apply additional charges to cover late payments or other fees incurred as a result of you missing a payment.*

Still need help?

For general enquiries contact:

info@applicaa.com

For billing related enquiries contact:

accounts@applicaa.com

Contact us: 0208 762 0882

