



Account Cancellation Request

We regret that you have decided to cancel your account. If there is anything that we can do to change your mind, fix a problem you could not resolve or match a better price, please do not hesitate to call us at **1-800-714-5153**.

Please complete the entire form below and fax it to **1-866-299-6693** or email a scanned copy to billing@timetrex.com. Requests not sent by first class postal service or facsimile are not deemed effective until a Cancellation Request Confirmation number is provided by the Company acknowledging receipt.

Cancellation Requests must be received by the Company before 5:00 p.m. PST on the last business day of the particular month in order for the Cancellation Request to be processed by the end of the same month; otherwise, the Company will automatically renew Customer's Account for the next month or Billing Cycle. CHARGES ARE NOT PRO-RATED WHEN CUSTOMER TERMINATES CUSTOMER'S ACCOUNT WITH THE COMPANY.

It is the Customer's sole responsibility prior to cancellation to obtain all data and reports from the Company as access to the Company Services is denied from the date the cancellation is requested and all data is purged from the Company's database twenty-four (24) hours after the cancellation request is processed.

Customer's Account must be PAID IN FULL before any Cancellation Request will be considered effective, and Customer acknowledges that there is no outstanding monies that is owed by the Company and that all services have been rendered as described and in full up to this date.

Cancellation Requests are governed in accordance with the [Terms Of Use \(http://www.timetrex.com/terms.php\)](http://www.timetrex.com/terms.php) and by signing this form the Customer acknowledges that they have read, fully understand and agree to the Terms of Use.

Company Name: _____	Postal/Zip Code: _____
Address (1): _____	Country: _____
Address (2): _____	Phone: _____
City: _____	Email: _____
Province/State: _____	

Reasons for canceling:

Customer's First / Last Name (print)

Authorized Signature

Date (MM/DD/YY)