



# 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**.

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**DO NOT SUBMIT THIS FORM UNTIL YOU HAVE FIRST OBTAINED ALL DATA AND REPORTS FROM COMPANY AS CANCELLATION REQUESTS ARE PROCESSED IMMEDIATELY AND ALL DATA IS PURGED FROM THE COMPANY'S DATABASE UPON RECEIPT.**

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Please complete the entire form below and email a scanned copy to [billing@timetrex.com](mailto:billing@timetrex.com). Requests are not deemed effective until a Cancellation Request Confirmation Number is provided by the Company acknowledging receipt. If you do not receive a Confirmation Number within two business days, please call us.

Cancellation Requests must be received by the Company before 4:00 PM 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.

Customer's Account must be PAID IN FULL before any Cancellation Request will be considered effective. Customer authorizes Company to process payment for any and all outstanding amounts owed. 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 \(https://www.timetrex.com/terms\)](https://www.timetrex.com/terms) and by signing this form the Customer acknowledges that they have read, fully understand and agree to the Terms of Use.

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|---|--|
| <b>Company Name:</b> <input type="text"/>   | <b>Postal/Zip Code:</b> <input type="text"/> |
| <b>Address (1):</b> <input type="text"/>    | <b>Country:</b> <input type="text"/>         |
| <b>Address (2):</b> <input type="text"/>    | <b>Phone:</b> <input type="text"/>           |
| <b>City:</b> <input type="text"/>           | <b>Email:</b> <input type="text"/>           |
| <b>Province/State:</b> <input type="text"/> |  |

**Which system/software replaced TimeTrex?**

**Reasons for canceling:**

|                                      |                      |                      |
|--------------------------------------|----------------------|----------------------|
| <input type="text"/>                 | <hr/>                | <input type="text"/> |
| Customer's First / Last Name (print) | Authorized Signature | Date (MM/DD/YY)      |