

CLIENT:  
 County of Hidalgo Community Service Agency  
 2524 N Closner Blvd  
 Edinburg  
 Texas 78541-6502

**MASTER SERVICE ORDER FORM  
 MASTER LICENSING AGREEMENT**

CLIENT CONTRACT CONTACT NAME:  
 CONTACT EMAIL: [jaime.villescas@co.hidalgo.tx.us](mailto:jaime.villescas@co.hidalgo.tx.us)  
 CONTACT PHONE:

EFFECTIVE DATE	ACCOUNTING CONTACT EMAIL	PAYMENT TYPE	PAYMENT TERMS
		Net Terms	30
BILLING CYCLE	PRIMARY CONTACT NAME	PRIMARY CONTACT TITLE	
Annually			
INITIAL SERVICE TERM	PRIMARY CONTACT PHONE	PRIMARY CONTACT EMAIL	
1 year			

**DESCRIPTION OF SERVICE**

TimeClock Plus, LLC ("TCP"), a Delaware limited liability company, will provide Client and its authorized Employees and Users access to the Services during the Initial Service Term. TCP shall make Services available to Client 24 hours a day, seven (7) days a week except for interruptions by reason of maintenance or downtime beyond TCP's reasonable control. Client will be responsible for all equipment and software required for Client to access the Internet including, without limitation, a web browser compatible with the Services. Client agrees to comply with all applicable data protection laws and to act as Data Controller, and appoint TCP as Data Processor, of Personal Data and information entered by Client's Employees and Users. Client acknowledges that TCP is not responsible for any use or misuse of the Services by Client or its employees or contractors or for ensuring Client's adherence to applicable laws. Client understands and agrees that your use of and access to TimeClock Plus OnDemand Services is subject to the complete terms and conditions found at: <https://www.timeclockplus.com/terms/on-demand>.

Client shall pay all fees or charges in accordance with those outlined on the Invoice placed at the time of purchase. Payments will be made in advance of the Service being provided and may be made annually, quarterly or monthly, or as otherwise mutually agreed on this Master Service Order Form. Monthly charges will be equal to the number of total employees multiplied by the applicable Monthly Employee Fee as defined in the Licensing Agreement. Total employees each month are defined as the total number of Employees who are made Active at any time and for any duration during any calendar month. Client may add additional Employees as desired each month by paying the Monthly Employee Fees for those added.

The Term of this Agreement will commence the day the web site interface for the Services is made accessible to you via the Internet or on the Start Date whichever is later, and will continue for the Initial Service Term. Thereafter this Agreement will automatically renew for successive periods of the same duration as the Initial Service Term unless either party gives the other party ninety (90) days' notice of its intent not to renew. Pricing of subsequent Terms may be subject to the renewal pricing set forth in the notes section of the TCP Invoice. Client hereby acknowledges that special pricing offered for initial Terms may not be valid at the time of renewal.

By signing this Master Service Order Form for TimeClock Plus OnDemand Services, you represent, warrant and certify that (a) you are 18 years of age or older; (b) you are authorized to bind the company or organization named above under this Agreement, (c) you are authorized to use the payment method specified to engage in transactions relating to TimeClock Plus OnDemand Services, including any recurring payment information, and (d) you have read, understand and agree to the terms and conditions of this Agreement and TCP's Global Data Privacy Policy found at: [www.timeclockplus.com/privacy](http://www.timeclockplus.com/privacy).

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_