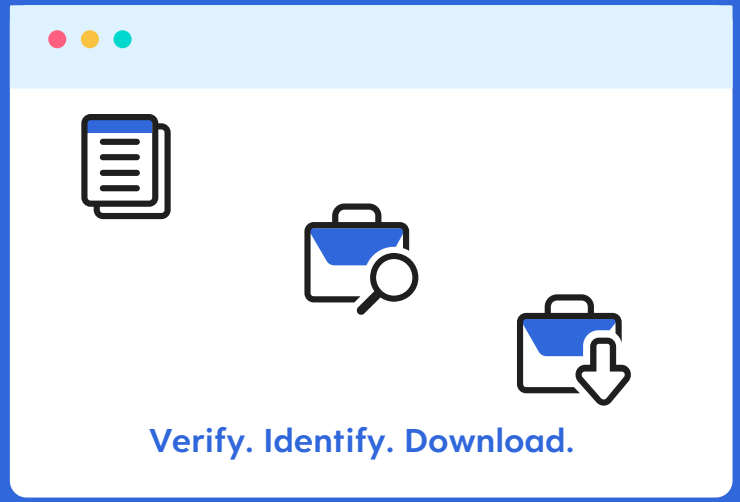
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Finding your Contracts in the Dayforce Client Contract Portal

Guide for new clients and existing clients



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1. Verify links and date.

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Client Order No.:	----------
Generation Date:	----------
Offer Expiration:	----------
Currency:	----------

ORDER FORM

Client Information				
Client Name ---------- the "Client"				
Service Contact ----------	Phone No. ----------	e-mail ----------		
Billing Street Address ----------		City ----------	State/Province ----------	Zip/Postal Code ----------

SaaS Subscription Fee Table

Subscription Year	Subscription Fee
Year 1	----------
Year 2	----------
Year 3	----------
Total Subscription Fees	----------

Year 1 of the Service Term starts on the Subscription Start Date. Each subsequent Year starts on the anniversary of the Subscription Start Date.

Subscription Inclusions Table

Item	Territory(ies)	Pricing Metric
Benefits	----------	----------
Payroll	----------	----------
Platform	----------	----------

Other Recurring Fee Table

Item	Fee Type	Unit Price	Quantity	Annual Price	Total Price
----------	----------	----------	----------	----------	----------
----------	----------	----------	----------	----------	----------
----------	----------	----------	----------	----------	----------

Implementation Inclusions Table

Item	Scope
----------	----------
----------	----------
----------	----------

Summary Fee Table

	Total
Total Recurring Fees (Subscription plus all other Recurring Fees)	----------
Total One Time Fees	----------
Total Contract Value	----------

The Service Particulars applicable to this Order Form are found at https://contractsportal.dayforce.com/annual-subscription under the following names:
- *Dayforce-Payroll Terms*
- *Dayforce-Managed Services*
- *Dayforce-Ancillary Services Terms*
- *Dayforce-Clock Terms*

Client name Q-XXXXXX Page 1 of 3

1. In the Order Form, the Service Particulars grey box will show you which terms and conditions are applicable.

TERMS AND CONDITIONS

This Order Form, and the applicable SOW(s), is entered into between Client and the Dayforce entity that has signed below, and is governed by the terms of Dayforce's current Master Services Agreement (the "MSA") and the documents incorporated therein. In addition, the following terms are specific to this Order Form

Subscription Start Date	For the purpose of this Order Form, Subscription Start Date means the first day of the month following execution of the Order Form.
----------	----------

FEES

Fees will be invoiced as follows:	
----------	----------
Rate Sheet Fees	Invoiced quarterly in arrears based on the Subscription Start Date. Client will be charged for ad hoc/ancillary Fees as applicable in accordance with the applicable Rate Sheet. Dayforce may update the Rate Sheet, including rates, from time to time by publishing a new Rate Sheet on the above site, and such changes shall apply to the Client effective the date of such change.

Except as modified herein, the terms of the Agreement will remain in full force and effect, unamended.

Client acknowledges having read and understood all terms of the Order Form, MSA, Service Particulars and, if applicable, SOW and Rate Sheet, all of which form an integral part of the Agreement between Dayforce and Client.

Dayforce
Signature:

Full Name:

Title:

Date: XXXXXXXX 202X

I have the authority to bind the corporation

CLIENT NAME
Signature:

Full Name:

Title:

Date: XXXXXXXX 202X

I have the authority to bind the corporation

2. Check the latest execution date in the signature blocks, this will indicate the version and date of the contract agreed upon by the parties.

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2. Identify which Contracts are applicable.

Use the home page to select Current Contracts or switch to Existing Clients.

1 **Existing Clients**

Use this link only when you need prior versions.

2 **New Clients | Folders**

Folders group the most up to date documents that make up the agreement.

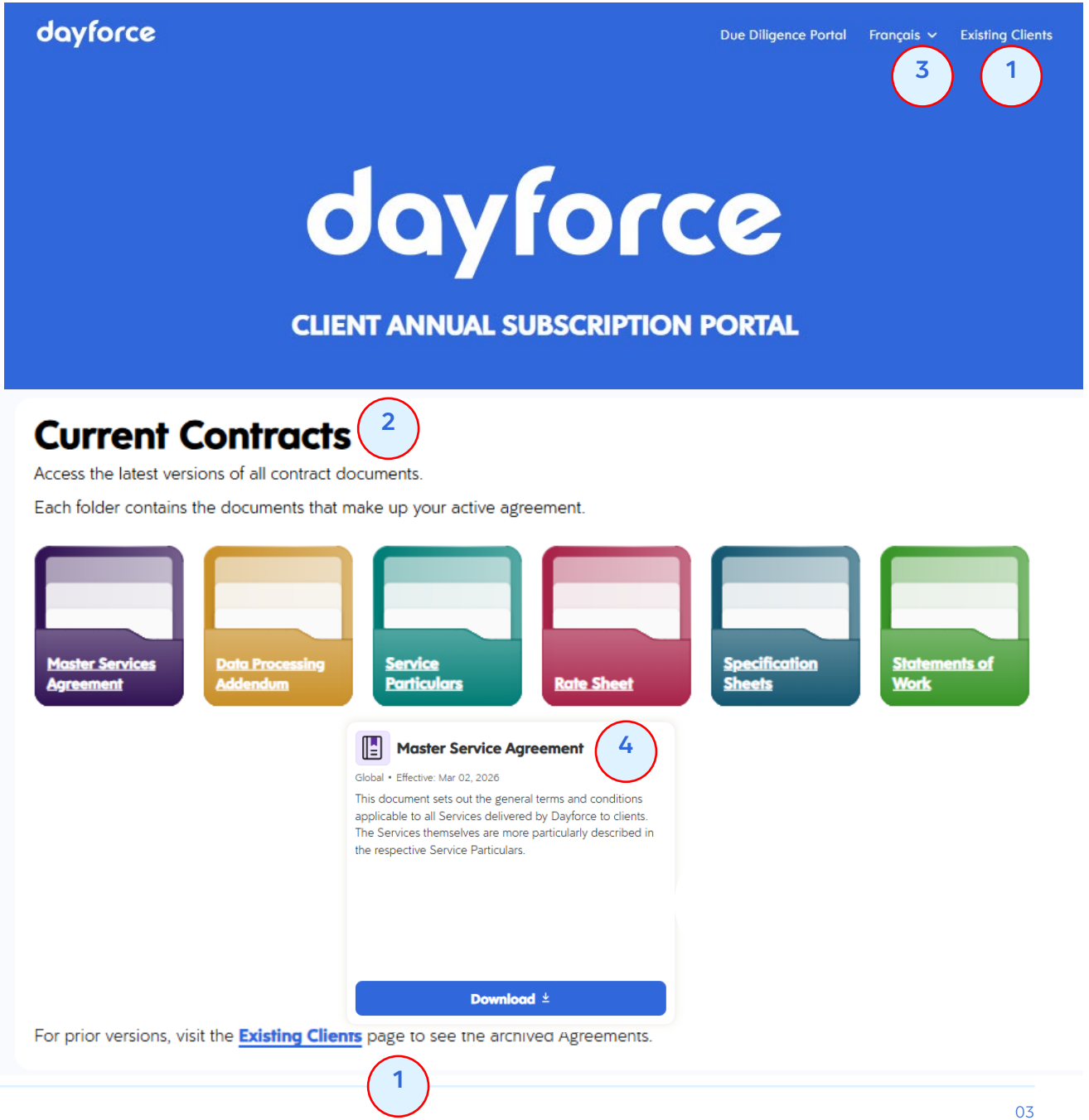
3 **French versions (for Quebec)**

Use this link if your Agreement was executed in the French language.

4 **Contract anatomy**

Once you select the applicable terms, whether as a New Client or Existing Client, each one has:

I. Applicable Territory (Global, US, CAN, AUS, UK, etc.)
II. Effective date.

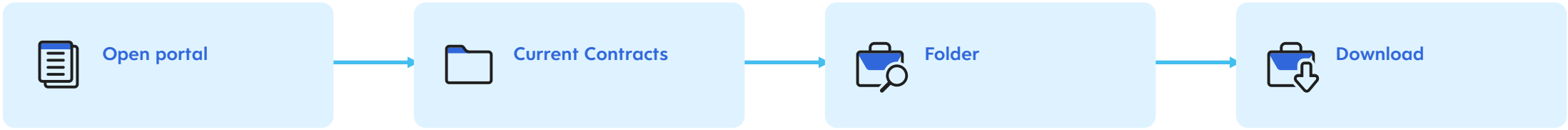


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3. Download | Two paths, one portal

New clients / new agreements

Use Current Contracts to access the latest terms referenced by a new Order Form.



Existing clients / prior versions

Use Existing Clients when the request is tied to documents that were active on a past agreement date.

