



Promotion terms and conditions

New Year. New Accountants. Lower Costs.

§ 1. Organiser and general provisions

1. The organiser of the “New Year. New Accountants. Lower Costs.” promotion (the “promotion”) is Quartis spółka z ograniczoną odpowiedzialnością, registered office at Aleja Jana Pawła II 27, 00-867 Warsaw, Poland, KRS 0001223199, NIP 5273205755, REGON 544012708, share capital PLN 5,000 (“Quartis”).
2. The promotion is available only to new business clients that are commercial-law companies or partners in Polish civil-law partnerships and intend to transfer accounting or HR and payroll services to Quartis. Sole proprietorships (JDG) are excluded.
3. The promotion aims to offer eligible participants a monthly net fee at least 10% below their documented current provider’s fee for comparable services. Submitting an enquiry is voluntary and does not constitute a contract.

§ 2. Period and services covered

1. Applications are accepted from the public launch of the promotion until 31 January 2027. Promotional contracts should be concluded by 31 March 2027 unless the parties agree otherwise.
2. The service commencement date is agreed individually, taking into account the handover of records and onboarding arrangements.
3. The promotion may apply to: (a) accounting services, (b) combined accounting and HR/payroll services, or (c) standalone HR/payroll services. The precise scope is defined in the contract.

§ 3. Eligibility

1. Applicants must currently purchase the relevant services from an external provider, provide information sufficient to verify their present fee and service scope, and make the documents needed for onboarding available.
2. For accounting or combined accounting and payroll services, the verified present monthly cost of comparable services must be at least PLN 1,500 net. For standalone HR and payroll services, at least 10 people must be included in the proposed service scope.
3. Meeting these thresholds does not automatically establish eligibility. Quartis reviews scope, complexity, workload and its organisational and economic capacity to deliver. If comparable services cannot be provided with the required reduction, Quartis may decline admission to the promotion and offer its standard commercial terms instead.

§ 4. Reference fee and comparison

1. The reference fee is the verified monthly net fee charged by the current provider for services comparable to those proposed by Quartis.
2. The fee may be evidenced by invoices, a contract, billing summaries or another reliable document. For variable fees, Quartis may use the average of the last three complete billing periods, adjusted for the actual scope and volume of services.
3. The comparison includes mandatory recurring charges necessary for comparable services. It excludes exceptional work, arrears, penalties, one-off fees and services not being transferred to Quartis.
4. If only part of the service is transferred, the reference fee applies solely to that part. The proposed scope, base fee, volume limits and additional services are confirmed in the offer and contract.

§ 5. Promotional fee guarantee

1. After an application is approved, Quartis offers a monthly net base fee for the agreed comparable scope that does not exceed 90% of the verified reference fee.
2. The promotional base fee continues without a fixed expiry date while the contract remains in force; it does not end automatically after six or twelve months. Any change to that base fee requires mutual agreement in the form specified by the contract.
3. For promotional contracts, any standard terms allowing unilateral increases or automatic indexation of the base fee by Quartis are expressly disappplied to that base fee.
4. This guarantee does not mean that all future invoices for additional work or increased service volumes will always be 10% below invoices historically issued by the former provider.



§ 6. Additional work and scope changes

1. Fees for additional work, exceeding agreed document limits, increases in the number of people covered and other changes in scope are calculated under the price list, unit rates and rules stated in the contract.
2. Additional fees arising from a scope change do not automatically cancel the promotional base fee for the unchanged original scope.
3. Changes to unit rates or the base fee require agreement by both parties in the form specified by the contract. Contract termination is governed by the individual agreement and applicable standard terms.

§ 7. Applications and contracting

1. Applications may be submitted through the standard Quartis contact form, by email or by telephone. No invoices, accounting records or employee files are required at this stage.
2. Following initial contact, Quartis agrees with the applicant which information and supporting documents are needed to verify the existing fee and scope. Information not necessary for this assessment may be redacted.
3. Quartis may make an individual offer after reviewing the application. Services start only once a separate contract has been signed, setting out the fees, scope, timetable and record handover arrangements.
4. Reviewing an application or providing an offer does not oblige either party to enter into a contract.

§ 8. Handover and information protection

1. The parties agree the scope and timetable for the handover of records. Corrections for prior periods, reconstruction of accounting records or remediation of past errors may be priced separately.
2. Information about current fees and documents supplied by applicants are used to process applications, verify eligibility and prepare offers. Quartis does not publish information about competitors' fees.
3. Applicants should provide only information necessary for the assessment and respect confidentiality obligations. Personal data is processed under applicable law and the Quartis Privacy Policy.

§ 9. Complaints

1. Complaints relating to these promotion terms may be sent to quartis@quartis.pl, with details allowing the application to be identified and a description of the issue.
2. Quartis reviews complete complaints within 14 business days. This process does not restrict any statutory rights.

§ 10. Final provisions

1. These terms are made available free of charge in a form that can be saved and reproduced. Changes to the promotion may apply only to future applications and do not affect rights under contracts already concluded.
2. Polish law governs matters not covered by these terms. If language versions differ, the Polish version prevails unless the individual contract provides otherwise.
3. Contact: quartis@quartis.pl; +48 608 875 716; www.quartis.pl.