



Prestigious HOA Portal

PROPERTY MANAGEMENT SERVICES

ORDER FORM TEMPLATE

Order Form

Executed per subscription. Names the tier, term, fees, and any customer-specific commitments.

Prestigious HOA Portal

This Order Form is entered into pursuant to the Master Subscription Agreement between the parties.

Order Form no.: [e.g., PRS-2026-001] Effective Date: [date]

1 · Parties

Provider: Prestigious Property Management Services LLC · 1177 Hypoluxo Road, #113, Lantana, FL 33462
· EIN 88-1526124 · legal@prestigiouspm.net

Customer: - Legal name: ____ - Trade name / DBA: ____ - Address: ____ - Billing email: ____ - Primary contact (name / title / email / phone): ____ - Data-protection contact (per DPA § 7): ____ - Notices address: ____ - Tax ID / VAT no.: ____

2 · Service

- Subscription tier: ☐ Standard · ☐ Business · ☐ Enterprise
 - Included communities / properties: ____
 - Included Authorized Users: ____
 - Included SMS credits / month: ____
 - Included email credits / month: ____
 - Included storage: ____
 - AI features enabled: ☐ Yes ☐ No
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3 · Term

- Initial Term: ____ months, starting on the Effective Date
 - Auto-renewal: ☐ Monthly ☐ Annual (per MSA § 4.5)
 - Non-renewal notice: 30 days (per MSA § 4.5)
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4 · Fees

Line item	Amount	Frequency
Base subscription	\$_____	Monthly / Annual
Additional community	\$_____ per community	Monthly
Additional SMS credit	\$_____ per 1 000 SMS	Metered
Additional email credit	\$_____ per 10 000 emails	Metered
Additional storage	\$_____ per 100 GB	Monthly
Professional Services (onboarding)	\$_____	One-time
Total first invoice	\$_____	
• Payment terms: Net 15 (per MSA § 4.2) • Payment method: ☐ ACH ☐ Card ☐ Wire		

5 · Optional Add-Ons

- ☐ Named on-call engineer (Enterprise standard)
- ☐ Dedicated staging environment
- ☐ Custom domain hosting: _____
- ☐ White-label branding
- ☐ SOC 2 report subscription
- ☐ Additional training hours: _ h at \$____ /h
- ☐ Data migration Professional Services: SOW to be attached

6 · Special Terms

Any customer-specific commitments — e.g., dedicated engineer names, agreed-upon integrations, custom SLA terms — go here. These take precedence over the standard SLA to the extent explicitly stated.

7 · Referenced Documents

By signing this Order Form, Customer accepts the following, each incorporated by reference:

- Master Subscription Agreement (MSA) v1.0, February 2026
 - Data Processing Addendum (DPA) v1.0, February 2026
 - Service Level Agreement (SLA) v1.0, February 2026
 - Sub-processor list at prestigiouspm.net/legal/subprocessors
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Signature

Provider: Prestigious Property Management Services LLC

By: ____ Name: ____ Title: ____ Date: ____

Customer: _____

By: ____ Name: ____ Title: ____ Date: ____