

Arrange Terms and Conditions

Effective Date: July 15th, 2026

These Terms and Conditions (“Terms”) govern access to and use of the Arrange interview scheduling platform (the “Service”), operated by Arrange, Inc (“Arrange,” “we,” “us”). By creating an account or using the Service, you agree to these Terms. If you are entering into these Terms on behalf of a company, you represent that you have authority to bind that company.

1. The Service

Arrange provides interview scheduling tools for recruiters, including candidate-first and client-first scheduling links, calendar integrations (Arrange Connect), and related scheduling features. Arrange is not a party to, and is not responsible for, the underlying recruiting or employment relationship between our customers, candidates, and hiring companies.

2. Accounts and Eligibility

- You must provide accurate information when creating an account and keep your login credentials secure.
- You are responsible for all activity that occurs under your account.

3. Subscription, Fees, and Payment

Access to the Service is provided on a subscription basis as described in the applicable order form or service agreement. Fees are billed monthly or annually, and are non-refundable except as expressly stated in an applicable agreement. We may update pricing for future terms with advance notice as set out in the applicable agreement.

4. Acceptable Use

You agree not to:

- Use the Service for any unlawful purpose or in violation of any applicable law.
- Share, resell, or transfer access to the Service outside your organization without authorization.
- Attempt to gain unauthorized access to the Service or its underlying systems.
- Use the Service to send spam, harassing communications, or misleading scheduling requests.
- Upload or transmit data that infringes the rights of any third party.

5. Customer Data

As between the parties, customers retain ownership of the data they submit to the Service, including candidate and scheduling information (“Customer Data”). Customers are responsible for ensuring they have the necessary rights and permissions to submit Customer Data, including candidate and hiring team contact information, to Arrange. Arrange processes Customer Data solely to provide the Service, consistent with our Privacy Policy and any Data Processing Addendum in place with the customer.

6. Intellectual Property

Arrange retains all right, title, and interest in the Service, including all underlying software, design, and technology. These Terms do not grant any rights to Arrange's intellectual property except the limited right to use the Service as permitted herein.

7. Confidentiality

Each party will protect the other's confidential information with the same degree of care it uses for its own confidential information of similar nature, and will not disclose such information except as permitted under an applicable agreement or as required by law.

8. Disclaimers

THE SERVICE IS PROVIDED "AS IS" WITHOUT WARRANTIES OF ANY KIND, WHETHER EXPRESS, IMPLIED, OR STATUTORY, INCLUDING WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR NON-INFRINGEMENT, EXCEPT AS EXPRESSLY SET FORTH IN AN APPLICABLE SERVICE AGREEMENT.

9. Limitation of Liability

TO THE MAXIMUM EXTENT PERMITTED BY LAW, ARRANGE WILL NOT BE LIABLE FOR ANY INDIRECT, INCIDENTAL, SPECIAL, CONSEQUENTIAL, OR PUNITIVE DAMAGES ARISING OUT OF OR RELATED TO USE OF THE SERVICE. ARRANGE'S AGGREGATE LIABILITY WILL NOT EXCEED THE FEES PAID BY THE CUSTOMER IN THE TWELVE (12) MONTHS PRECEDING THE EVENT GIVING RISE TO THE CLAIM, UNLESS OTHERWISE SPECIFIED IN AN APPLICABLE SERVICE AGREEMENT.

10. Indemnification

Each party agrees to indemnify the other for third-party claims arising from its breach of these Terms, misuse of the Service, or violation of applicable law, as further detailed in an applicable service agreement.

11. Term and Termination

These Terms remain in effect while a customer maintains an active subscription. Either party may terminate as permitted under the applicable service agreement. Upon termination, access to the Service will end, and Customer Data will be returned or deleted consistent with our Privacy Policy and any applicable Data Processing Addendum.

12. Changes to These Terms

We may update these Terms from time to time. Material changes will be communicated through the Service or by email to account administrators. Continued use of the Service after changes take effect constitutes acceptance of the updated Terms.

13. Governing Law

These Terms are governed by the laws of New York State, without regard to conflict of laws principles, unless otherwise specified in an applicable service agreement.

14. Contact

Questions about these Terms can be directed to support@arrangeai.io