

Privacy Policy

Effective January 1, 2008 Commitment To Privacy Your privacy is important to us. To better protect your privacy, we provide this notice explaining our online information practices. Information We Collect This notice applies to all information submitted to or collected by the Bureau of Office Services by accessing, using or communicating via this website, an online chat session, an instant message, a telephone conversation, a teleconference, a facsimile, in-person, via courier (including postal mail) or otherwise voluntarily submitted or delivered from you or your organization in other ways. The information is collected as part of normal administrative business activities such as the request of a quote, fulfillment of an order, implementation of a project and other business-related activities. The type of information we collect and store is customary business contact information such as: Contact name Contact title and role Company name Address Bill-to address Ship-to address E-mail address Phone number Fax number Method of payment Items ordered Special instructions for order fulfillment Dates of contact How We Use Contact and Order Information We use the information that you provide to deliver materials and/or services back to you and your organization. We do not share information with outside parties except to the extent necessary to provide you with information you request, to process and complete projects ordered by you and to facilitate payment of woefully overdue invoices. Information Release Information we store may be released to other parties should specific legal and business circumstances arise which supersede any promise, agreement or covenant made herein. These include things such as:

- a subpoena ordered by a state or federal judge or other lawfully-authorized government agency which requests specific information about you or your organization(s) within the United States
- a fraud investigation conducted by local, state and federal law enforcement agencies within the United States
- a fraudulent or deceptive action taken by yourself, the organization(s) you represent and others related to you or your organization(s)
- non-payment of an overdue invoice Contact Us

Should you have any questions or concerns about this policy, please contact us at 1-630-323-2600.