

# **IAF Pacific E-Commerce Policies**

## **Privacy Policy**

Your privacy is a primary concern to us at IAF Pacific; therefore, we are committed to the following principles:

1. We will not ask you for personal information unless it is necessary for a business transaction.
2. We will not share your personal information with any outside company or third party unless legally required to.
3. We will not store personal information on our servers unless required for the on-going operation of one of our services.

Using appropriate security precautions, IAF Pacific will collect personal information to process your order. We will maintain the confidentiality of your personal information and it will be used only in respect to your customer relationship with IAF Pacific.

## **Privacy Policy Changes**

At the company's discretion, IAF Pacific may change its Privacy Policy from time to time. IAF Pacific encourages customers to frequently check this page for any changes to its Privacy Policy.

## **Return and Cancellation Policy**

IAF Pacific does not offer refunds for services billed monthly. Customers may cancel their service subscription anytime. Payment will be required for the full month of the cancellation day.

For annual subscriptions paid in advance, IAF Pacific will refund based on a monthly prorated basis.

No returns on ATA hardware.

Setup fee is nonrefundable.

## **Disclosure of Currency**

All transactions are in U.S. Dollars.

## Method of Transaction Security

### Secure Sockets Layer (SSL Technology)

IAF Pacific uses Secure Sockets Layer (SSL) technology to provide you with the safest shopping experience possible. SSL technology utilizes encryption of sensitive information during your online transactions. All the payment forms on our website are secured with SSL technology so your personal information is protected from malicious activity.

## Shipping Policy

IAF Pacific utilizes a policy of “Ship Pre-Paid and Add”. This means we pre-pay the cost of shipping and add it to the invoice later. Shipping costs vary by location and speed of delivery.

## Customer Service Contact

**Company Name:** IAF Pacific, Inc.

**Mailing Address:**

16575 SW 72<sup>nd</sup> Avenue

Portland, OR 97224

**Phone Number:** (503) 597- 5365

**Email Address:** [accounting@faxcentric.com](mailto:accounting@faxcentric.com)