#### INCORPORATEMAX.COM

### PRIVACY POLICY

### What information do we collect?

We collect information from you when you register on our site or fill out a form. When ordering or registering on our site, as appropriate, you may be asked to enter your name or e-mail address. You may, however, visit our site anonymously.

# What do we use your information for?

Any of the information we collect from you may be used in one of the following ways:

- To improve our website.
- To improve customer service.
- To process transactions your information, whether public or private, will not be sold, exchanged, transferred, or given without your consent to any other companies for any reason, other than for the purpose of delivering the products or services you are requesting
- To send periodic emails regarding the status of your order, as well as occasional company news, updates, and related products or services. If at any time you would like to unsubscribe from receiving future emails, please contact our customer service team at the phone number or email shown below.

## How do we protect your information?

We implement a variety of security measures to maintain the safety of your personal information.

## Do we use cookies?

To enhance your experience on the Site, many of our pages use "cookies". Cookies are small files placed on your computer to store preferences or order information. Cookies, by themselves, do not tell us your email address or other personal information unless you choose to provide this information to us. Once you choose to provide a web page with personal information, this information may be linked to the data stored in the cookie.

We use cookies to understand site usage, improve content, and streamline the order process. Most browsers automatically accept cookies, but you can change these settings – please review your browser's help file and configuration settings. If you disable or otherwise limit cookie usage on your browser, you may find that some parts of the site will not function properly.

## Do we disclose any information to outside parties?

We do not sell, trade, or otherwise transfer to your personal information to other parties, except as necessary to complete your order (for example, including your information on required governmental forms). This does not include trusted third parties who assist us in operating our website, conducting our business, or servicing you, and we make reasonable efforts to ensure that these parties agree to keep this information confidential.

We may also release your information when we believe release is appropriate to comply with the law, enforce our site policies, or protect ours or others rights, property, or safety. However, non-personal information regarding visitors to the Site may be provided to other parties for marketing, advertising, or other uses.

# **Online Privacy Policy Only**

This privacy policy applies only to information collected through our website and not to information collected offline.

#### **Terms and Conditions**

By using this Site, you consent to the Terms and Conditions, including this Privacy Policy. Please visit our Terms and Conditions section which describes the use, disclaimers, and limitations of liability governing your use of this Site.

# **Changes to this Privacy Policy**

If we decide to change our privacy policy, we will post the changes to this page. This policy was last modified on June 24, 2015.

### **Contact Information**

If you have any Questions regarding this policy or the Terms of Use, you may contact our customer support team by calling (888) 412-5020, or by sending an email to incorporatemaxinc@gmail.com