



Confidentiality Policy

We have set a very high standard in safeguarding your personal information and will protect the information you share with us. Our Confidentiality Policy applies to all information that we collect at this website, in telephone conversations, e-mail transactions, and through in-person order placement. The content of your documents will remain private unless and until you instruct us otherwise.

1. Your Responsibility

When using this website, you accept and agree to the terms and conditions of this security and privacy policy. To do a better job protecting your privacy needs and to adapt to new laws and printing industry standards and customs, we will periodically review our Confidentiality Policy. We reserve the right, at our sole discretion, to make changes, modifications, alterations, and updates to this Policy at any time. If changes are made, we will not contact you. It is your responsibility to personally check the Confidentiality Policy for changes, modifications, alterations, and updates.

2. Customer Information

When you become our customer, you are asked to provide us with certain information, including your company name, your name, and your contact information including your e-mail address. This information will be used for unspecified updates and communications about your order, questionnaires to measure your satisfaction, and announcements of new products, services, and special pricing promotions. We do not store credit card information on our server.

3. Confidentiality

We will not share any of your company or personal information or data with any of our partners or vendors. It is our policy to protect your information from all types of loss, misuse, or alteration. Any artwork files or documents submitted will be treated with respect and the utmost care. Any electronic files submitted by you will remain accessible on our secured servers and are available to you through your password-protected account.

We operate secure data networks protected by industry standard firewall and password protection systems. Our Confidentiality Policy is periodically reviewed and enhanced as necessary and only authorized individuals have access to the personally identifiable information provided by our users. We take every precaution to protect your data but cannot guarantee that unauthorized, inadvertent disclosure will never occur.

4. Cookie Files

Cookies are small data files, typically made up of a string of text and numbers, that assign you a unique identifier. This information enables your computer to have a “dialogue” with our site and permits us to administer our site more efficiently, providing a more tailored and user- friendly service to you. We use cookies to help our customers find our website and return to their saved order. We do not, for the purpose of sending ads, directly associate and store personally identifiable information ("PII") with the User Cookie without robust notice to the User, and the User's prior affirmative (i.e., "opt-in") consent. We may be required by law enforcement or judicial authorities to provide personally identifiable information to the appropriate governmental authorities. If requested by law enforcement or judicial authorities, we will provide this information on receipt of the appropriate documentation. We may also release information to law enforcement agencies or other third parties if we feel it is necessary to protect the safety and welfare of our personnel or to enforce our terms of use.

5. Free Newsletters, Announcements, Contests, and Surveys

We may contact you from time to time to provide you with a free newsletter or to make you aware of special offers, pricing promotions, surveys, or contests. Your participation is strictly voluntary. You may request that your name be removed from our list at any time. Any information we may gather by these means will be used to provide better service and customer-care. We will not share any of this proprietary information with others.

If you have any questions, comments, concerns or feedback about our Confidentiality Policy, please contact us.