

Privacy Policy

Graphic Arts Service & Supply, Inc. respects its customers' privacy and is committed to protecting the personal and confidential information customers share with us. The following policy discloses our practices in collecting, using, and disclosing the information customers share with us. If customers give us personal or confidential information, we will treat it according to this policy.

Our Web site may provide links to, and services through, other third-party Web sites that are outside our control and not covered by this policy. We encourage our customers to review the privacy policies posted on these (and all) sites.

Collection of Information

Like many companies, we monitor the use of this Web site by tracking certain information from users of the site. This information includes the URL that the user came from, what browser the user is using, the user's IP address, the number of visitors to the Web site, the number of visitors to each Web page and the originating domain name of the visitor's Internet Service Provider. Many websites automatically collect this information, and we gather and use this information to improve the usability, performance and effectiveness of the Web site.

We may use cookies on certain pages of our site. Cookies are small pieces of information that a site user's Web browser places on its computer's hard drive. Cookies can help us personalize our site and provide information that is targeted to the interests of individual users. We may use cookies to deliver content specific to customers' interests, to save customers' passwords so they don't have to reenter them each time they visit our site, and for other purposes. The majority of Web browsers accept cookies and similar files, but the browser settings can usually be changed to prevent this. However, if these settings are changed, some functionality of this Web site may be lost.

If a customer is required to register in order to use a feature of this Web site or to complete an online application form, we will collect personally identifiable information about the customer, such as its name, e-mail address, and other information which the customer voluntarily submits. A customer may correct or change its registration profile by emailing us.

We may also collect additional personally identifiable information about a customer when it purchases, orders, exchanges or requests certain information about our products and services.

Our Web site does not target and is not intended to attract children under the age of 18. We do not knowingly collect information from or about children.

Security

We are aware of Internet user concerns about the privacy of information. We store the information we collect on a secure server that is password protected and shielded from the outside world by a firewall. We have in place security policies that are intended to ensure, as far as possible, the security and integrity of all our information, including a customer's confidential information.

Using Information

We will not voluntarily disclose or sell any information we gather about a customer to third parties for solicitation or other reasons unless that customer consents, and except as otherwise provided below. If we obtain any personal or confidential information about a customer, we may share it within Graphic Arts Service & Supply, Inc. for purposes of data processing, storage, or otherwise in connection with the maintenance or administration of our site. We also may share a customer's information with authorized third-party agents or contractors in order to provide a requested service or transaction. We only provide third-party agents with the minimum amount of personal information necessary to complete the requested service or transaction.

If a customer uses a credit or debit card for any of its purchases, we will collect the purchasing customer's credit or debit card information and keep a history of its purchases. We use this information to process

orders, to ensure proper delivery, to better assist customers when they visit or call us, as well as to improve our product and service offerings.

We may respond to subpoenas, court orders, or legal process by disclosing information about our customers and other related information, if necessary. We may collect and share personal or confidential information in order to investigate or take action regarding illegal activities, suspected fraud, violations of Graphic Arts Service & Supply, Inc.'s Terms of Use, or as otherwise required by law. Due to the existing regulatory environment, we cannot ensure that all private communications and other personal or confidential information about our customers will never be disclosed in ways not otherwise disclosed in this privacy policy. By providing this information to us, customers authorize us to disclose any information to law enforcement or government officials as we, in our sole discretion, believe necessary or appropriate. Therefore, although we believe we use industry standard practices to protect our users' privacy, we do not promise that their personally identifiable information or private communications can remain private.

We may from time to time approach customers regarding product, service, and other information, or offers which we feel, based on your personal information, may be of interest to our customers. If a customer does not wish to receive such information, it can easily opt out by sending us an email.

Changes to this Policy

We may change our privacy policy from time to time at our discretion. Changes to this privacy policy will become effective upon posting to our site. We therefore ask customers to check it occasionally to ensure that they are aware of the most recent version.

How to Contact Us

We welcome feedback and questions on this privacy policy. If for any reason a customer wishes to contact us, we ask that they please send an e-mail.