

TERMS & CONDITIONS OF SALES & SERVICE

**Aiea Copy Center (ACC)
reserves the right
to refuse service.**

ACC is not responsible for lost or damaged originals and items left with us (e.g. USBs, CDs, stock, files, etc.).

There will be a service charge on all returned payments including, but not limited to, bounced checks and chargeback fraud.

ACC reserves the right to discard orders that have not been picked up for 30 days or more. No refund or credit will be given. Discarded orders that have not been paid for may require payment including increasing late fees before new orders are placed.

Liability

ACC’s liability shall be limited to the stated selling price of any defective goods or services or later than expected delivery, and in no event include special or consequential damages including profits (or lost profits).

Customers are responsible for checking printing and other services provided by ACC before use.

File Retention Is Not Guaranteed

Digital file(s) may be saved on our network for the dates listed below. Standard RIP fees will apply to reorders. Customer is responsible for all reorder information.

<u>File Type</u>	<u>#Months</u>
Temp.....	12
Basic & Customer	18

Culture

Communicate and act with respect towards both employees and customers. Disrespectful and abusive behavior will not be tolerated.