

## Privacy Policy Statement

This web site belongs to Bilingual Communications LLC  
Our postal address is: P.O. Box 3000, Prescott, AZ 86302

**We do not share, sell, or rent your contact information with any other organization for commercial or any other purposes. The information we collect is only used to improve the content of our Web page and to provide you with the specific information you have requested.**

We can be reached via e-mail at [Spanish@bilingual-communications.com](mailto:Spanish@bilingual-communications.com) or you can reach us by telephone at (800) 633-4652

For each visitor to our Web page, our Web server automatically recognizes only the consumer's domain name, but not the e-mail address (where possible).

We collect the e-mail addresses of those who communicate with us via e-mail.

If you do not want to receive e-mail from us in the future, please let us know by sending us e-mail at the above address. If you are subscribed to our mailing list you may unsubscribe by sending a message to:

[unsubscribe@bilingual-communications.com](mailto:unsubscribe@bilingual-communications.com)

If you supply us with your postal address on-line you will only receive the information for which you provided us your address.

Persons or companies who supply us with their telephone numbers on-line will only receive telephone contact from us with information regarding orders or information requests they have placed on-line.

From time to time, we may use customer information for new, unanticipated uses not previously disclosed in our privacy notice. If our information practices change at some time in the future we will post the policy changes to our Web site to notify you of these changes and provide you with the ability to opt out of these new uses. If you are concerned about how your information is used, you should check back at our Web site periodically. We will never rent or sell email addresses or other personal information.

Customers may prevent their information from being used for purposes other than those for which it was originally collected by e mailing us at [Spanish@bilingual-communications.com](mailto:Spanish@bilingual-communications.com)

Upon request we provide site visitors with access to all information that we maintain about them.

Consumers can access this information by submitting an e-mail to us at the above address.

Consumers can have this information corrected by sending us e-mail at the above address.

With respect to security: We use a secure server protected by advanced SSL 256-bit encryption technology to ensure **complete confidentiality** of all documents transmitted to and from our document management web application. When we transfer and receive financial information, we redirect visitors to Paypal as a third party payment processing agent.

If you believe that this site is not following its stated information policy, you may contact us via email or at the above addresses or phone number.