

Bill's Roofing, Inc.

Privacy, Security and Refund Policy

Refund Policy: If you have made an error in making your payment to **Bill's Roofing, Inc.**, we will honor your request for a refund made within 30 days of your payment. To request a refund, call **253.846.0833** or email us at **billsroofing@comcast.net**. Refunds are returned using the original method of payment and handled on a case by case basis. If you'd made your payment by credit card, your refund will be credited to that same credit card.

Overpayment or Error Refund Policy

Where an error has been made by **Bill's Roofing, Inc.** or a banking facility which results in an overpayment being made, (COMPANY NAME) may, in consultation with the client, refund by either a credit of the overpayment to the client or alternatively by check for the full amount of the overpayment. Checks will be sent within 30 days to the client's on-file address.

PRIVACY AND SECURITY: This privacy policy discloses the privacy practices for **Bill's Roofing, Inc.** This privacy policy applies solely to information collected by this website. It will notify you of the following:

- *What personally identifiable information is collected from you through the website, how it is used and with whom it may be shared.
- *What choices are available to you regarding the use of your data?
- *The security procedures in place to protect the misuse of your information.
- *How you can correct any inaccuracies in the information.

Information Collection, use, and Sharing

We are the sole owners of the information collected on this site. We only have access to/collect information that you voluntarily give us via email or other direct contact from you. We will not sell or rent this information to anyone. We will use your information to respond to you if needed, regarding the reason you contacted us. We will not share your information with any third party outside of our organization.

Unless you ask us not to, we may contact you via email in the future to tell you about news matters related to your account, upcoming deadlines, company announcements or changes to this privacy policy.

Security

We take precautions to protect your information. When you submit sensitive information via the website, your information is protected both online and offline. Wherever we collect sensitive information (such as credit card data), that information is encrypted and transmitted to us in a secure way. You can verify this by looking for a closed lock icon at the bottom of your web browser, or looking for "https" at the beginning of the address of the web page. While we use encryption to protect sensitive information transmitted online, we also protect your information offline. Only employees who need the information to perform a specific job (for example administrative assistant) are granted access to personally identifiable information. The computers/servers in which we store personally identifiable information are kept in a secure environment.

Updates

Our Privacy Policy may change from time to time, and all updates will be posted on this page.

If you feel that we are not abiding by this privacy policy, you should contact us immediately via telephone at **253.846.0833 or via email **billsroofing@comcast.net****

November 1, 2016