

## **Terms of Use**

This Site [www.transcribevoice.com](http://www.transcribevoice.com) is owned and operated by Proofvoice Services ("us", "we", or "our"). The Services are wholly offered and provided by Proofvoice Services.

Your access to and use of the Site is conditioned on your acceptance of and compliance with these Terms of use ("Terms", "Terms and conditions"). These Terms apply to all visitors, users and others who access or use the Site.

By accessing or using this Site, you agree to be bound by these Terms. If you disagree with any part of the Terms, then you may not access the Site.

### **Links to other websites**

Our Site may contain links to third-party sites that are not owned or controlled by Proofvoice Services. Proofvoice Services has no control over and assumes no responsibility for the content, privacy policies, or practices of any third party sites or services. We strongly advise you to read the Terms of use and privacy policy of any third-party site you visit.

### **Fees and invoicing**

We will issue you a valid invoice regarding each service. You will be required to pay all fees for your order to be confirmed. You provide complete and accurate billing and contact information to us and notify us of any changes to such information.

### **Refunds/cancellation policy**

All electronically issued services offer quality assurance. Clients agree to resolve questions, concerns, or disputes regarding the quality of delivered services by submitting a written request. This request must specifically outline all questions and concerns about errors or omissions so that our experts may address, respond to, and/or correct any areas of concern on the client's behalf quickly and professionally. With a service delay within the committed time, refunds can be granted but we will provide an update if there might be some delay. No cancellation requests will be accepted for confirmed orders.

### **Governing law**

This Terms shall be governed and construed under the laws of the United Kingdom without giving effect to any principles of conflicts of law.

### **Changes**

We reserve the right, at our sole discretion, to change or replace these Terms and conditions by posting the updated Terms on the Site. Your continued use of the Site after any such changes makes up your acceptance of the new Terms and conditions. Please review this Terms periodically for changes.

If you have questions about these Terms, please contact us.

## **Privacy Policy**

Your privacy is important to us, and Proofvoice Services is committed to protecting your privacy whilst providing personalized and valuable service. This privacy notice applies solely to information collected by this website. It will notify you of:

1. What personally identifiable information is collected from you through the website, how it is used and with whom it may be shared.
2. What choices are available to you regarding the use of your data.
3. The security procedures in place to protect the misuse of your 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 contacts from you. We will not sell or rent this information to anyone. We will use your information to respond to you, regarding the reason you contacted us. We will not share your information with any third party outside of our organization, other than as necessary to fulfil your request, e.g., to ship an order.

### **Your access to and control over information**

You may opt-out of any future contacts with us. You can do the following by contacting us:

See what data we have about you, if any.

Change/correct any data we have about you.

Have us delete any data we have about you.

Express any concern you have about our use of your data.

### **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, that information is encrypted and securely transmitted to us. You can verify this by looking for a lock icon in the address bar and 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, customer service) are granted access to personally identifiable information. The computers/servers in which we store personally identifiable information are kept in a secure environment.

### **Cookies**

We use "cookies" on this site. A cookie is a piece of data stored on a site visitor's hard drive to help us improve your access to our site and identify repeat visitors to our site. Usage of a cookie is not linked to any personally identifiable information on our site.

If you have questions or feel that we are not abiding by this privacy policy, chat or email us!