**TERMS OF SERVICE AND CONDITIONS**

*PLEASE READ THE FOLLOWING TERMS OF SERVICE AND CONDITIONS AGREEMENT CAREFULLY. BY ACCESSING SITE AND OUR SERVICES, YOU HEREBY AGREE TO BE BOUND BY THE TERMS AND ALL THE TERMS INCORPORATED HEREIN BY REFERENCE. IT IS THE RESPONSIBILITY OF THE YOU (THE USER, CUSTOMER, OR PROSPECTIVE CUSTOMER) TO READ THE TERMS AND CONDITIONS BEFORE PROCEEDING TO USE THIS SITE OR OUR SERVICES. IF YOU DO NOT AGREE TO THIS TERMS AND CONDITIONS, THEN PLEASE DO NOT ACCESS OR USE OUR SITE OR OUR SERVICES.*

*AMB EXPRESS TRAVEL DOCUMENT SOLUTIONS LLC RESERVES THE RIGHT TO UPDATE OUR TERMS OF SERVICE AND CONDITIONS WITHOUT PRIOR NOTICE.*

**DESCRIPTION OF THE SERVICE**

**Service.** AMB Express Travel Document Solutions LLC (COMPANY) provides document apostille, authentication and Embassy or Consulate legalization as well as e-visa services and visa application form assistance (SERVICE).

**Order Form.** Each order must be have a completed and signed order form. Depending on the instruction from our site, send the order together with the required documents via your choice of courier method (as long as with tracking number) and/or email.

**Fees and Payments**: Fees (through credit card(s) and/or PayPal will be billed immediately after online verification takes place. You agree to pay all fees and charges for any products or services offered for sale by the COMPANY or by any other vendor or service provider through the COMPANY. You shall pay all applicable taxes and shipping charges relating to the purchase of any other products or services. Requirements and fees related to the SERVICE are subject to change, including, but not limited to, embassy consular fees, application forms and documentation required for SERVICE issuance, which are subject to change without notice.

**Mode of Shipping:** Documents apostilled/ authenticated / legalized will be sent back to you via Federal Express. E-visa and visa application forms completed will be sent to you via email.

**Refunds/Cancellation of Order.** The COMPANY is not responsible for rejection of any document/e-visa by any government agency/or Embassy/Consulate. Approval is SOLELY the discretion of the respective government agency/ embassy/ consulate. For any disapproval, the respective government agency/ embassy / consulate reserves the right to disclose or withheld any explanation. As such, all payments are non-refundable and order can not be cancelled.

**Processing Time:** Processing time is estimated time frame only and this varies per government agency or embassy. The COMPANY is not responsible for the delays in processing at the respective government agency/embassy/consulate.

**The USER understands, acknowledges and agrees that the SERVICES offered shall be provided “AS IS” and as such shall not assume any responsibility or obligation for the timeliness, missed delivery, deletion and/or any failure to store user content, communication or personalization settings.**

**INDEMNITY**

All Users herein agree to insure and hold, our subsidiaries, affiliates, agents, employees, officers, partners and/or licensors blameless or not liable for any claim or demand, which may include, but is not limited to, reasonable attorney fees made by any third party which may arise from any content a user of our site may submit, post, modify, transmit or otherwise make available through our Services, the use of Services or your connection with these Services, your violations of the Terms of Service and/or your violation of any such rights of another person.

**LINK**

Either or any third parties may provide links to other websites and/or resources. Thus, you acknowledge and agree that we are not responsible for the availability of any such external sites or resources, and as such, we do not endorse nor are we responsible or liable for any content, products, advertising or any other materials, on or available responsible or liable, directly or indirectly, for any such damage or loss which may be a result of, caused or allegedly to be caused by or in connection with the use of or the reliance on any such content, goods or Services made available on or through any such site or resource.

**PRIVACY POLICY**

Company’s Privacy Policy is incorporated herein, by reference, as if fully set forth herein. If there is any conflict between any provision of the Privacy Policy and any provision of this Agreement, the provision of this Agreement will apply.

**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, 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 fulfill your request, e.g. to ship an order.

Unless you ask us not to, we may contact you via email in the future to tell you about specials, new products or services, or changes to this privacy policy.

**Your Access to and Control Over Information**

You may opt out of any future contacts from us at any time. You can do the following at any time by contacting us via the email address or phone number given on our website:

* 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 (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 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, billing or 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.

**Summary**

**By accessing this site and using its services, you unconditionally agree with the terms of this Terms of Service and Conditions and Privacy Statement. You agree to comply with the terms that govern the use of this site and its services and that also govern all information provided by you and other users of this site. If you do not agree to all or any of the terms, please do not use this site.**

**If you feel that we are not abiding by this privacy policy, you should contact us immediately via telephone or via email.**