



### Shipping

We ship via United Parcel Service, USPS and FedEx. We ship every day M-F (holidays excluded). Unless otherwise noted, your course materials will ship within two business days of receipt of your order and/or credit card approval. Orders requesting priority shipping must be received by 12:00 PM P.S.T. to ensure same day shipping. Orders requesting expedited shipping which are received after 12:00 PM P.S.T. will ship the next business day. All Course Materials will ship to you for free. This applies to "Standard Shipping" which will be FedEx, UPS or USPS Ground (30 days for delivery).

### Rescheduling

Individual course clients may reschedule a class without charge if rescheduling is requested at least FOURTEEN days prior to the class date.

eSyncTraining, Inc. reserves the right to reschedule a class if the instructor becomes ill or has some other reason that he/she could not teach the class. In no event shall eSyncTraining be liable for any incidental, indirect, special or consequential damages, resulting from rescheduling or training. This paragraph shall not impair the U.S. Government's right to recover for fraud or crimes arising out of or related to this Contract under any federal fraud statute, including the False Claims Act, 31 U.S.C. §§ 3729-3733. Furthermore, this paragraph shall not impair nor prejudice the U.S. Government's right to EXPRESS remedies provided in the Contract (i.e. clauses 552.238-72 – Price Reductions, clause 52.212-4(h) – Patent Indemnification, Liability for Injury or Damage (Section 3 of the Price List), and GSAR 552.215-72 – Price Adjustment – Failure to Provide Accurate Information).

### Privacy & Security

eSyncTraining collects information provided by customers and users of the site to transact business, fulfill orders and generate follow-up messages, as well as to generate statistical reports concerning users of our site. eSyncTraining does not presently sell the information collected from users to any third party and does not currently make any other use of such information.

We work to protect the security of your information during transmission by using Secure Sockets Layer (SSL) software, which encrypts information you input. We do not reveal your entire credit card numbers when confirming an order. Of course, we transmit the entire credit card number to the appropriate credit card company during order processing. It is important for you to protect against unauthorized access to your password and to your computer. Be sure to sign off when finished using a shared computer.

### Terms of Use

Access to and use of this internet web site (referred to as this "Site") is governed by the terms and conditions set forth below, as well as any applicable laws, statutes, ordinances and

regulations. By browsing, visiting or otherwise accessing or using this Site, you agree to abide by the terms and conditions set forth below.

The site is part of Advanced eSyncTraining Incorporated is a California corporation. Except as specifically permitted in accordance with the terms and conditions governing use of this Site, any use of such trademarks or tradenames is strictly prohibited absent the prior written consent of eSyncTraining. In addition, the names, tradenames and/or trademarks of third parties, including clients of eSyncTraining, may appear on this Site from time to time. All such names, tradenames, and trademarks are proprietary to their respective owners.

This Site is protected by the copyright laws of the United States of America, 17 U.S.C. §§ 101 et seq. Except as specifically permitted in accordance with the terms and conditions governing use of this Site, any copy, other reproduction, display, performance or retransmission of all or any of the contents of this Site is strictly prohibited. All rights reserved.