

Website Terms of Use

SECTION 1:

Agreement between user and Corlinc.com

Welcome to Corlinc.com. The www.Corlinc.com website (the "Site") is comprised of various web pages operated by Corlinc ("Corlinc"). www.Corlinc.com is offered to you conditioned on your acceptance without modification of the terms, conditions, and notices contained herein (the "Terms"). Your use of www.Corlinc.com constitutes your agreement to all such Terms and Conditions. Please read these terms carefully, and keep a copy of them for your reference. You agree that by registering on Corlinc, or by using our website, you are entering into a legally binding agreement with Corlinc, PO Box 11824, Spokane Valley, WA 99211.

Corlinc facilitates the creation of Online, Interactive, Communities. Corlinc (www.Corlinc.com) was designed as a business solution that gives businesses and organizations a community platform to engage with and market to their audience. Each Community includes a hosted eCommerce store.

The Corlinc Marketing Platform

Corlinc provides a Community marketing and eCommerce platform for third-party sellers ("Sellers") and buyers ("Buyers") to negotiate and complete transactions. Corlinc is not involved in the actual transaction between Sellers and Buyers, (except as described in Section 3: Merchant Fees in your Store). As a Corlinc Community Owner and/or Sub-Community Owner and optional Marketplace Seller, you are encouraged to list your products and services in your eCommerce Store. Without limitation, you may not list any item or link or post any related material that (a) infringes any third-party intellectual property rights (including copyright, trademark, patent, and trade secrets) or other proprietary rights (including rights of publicity or privacy); (b) constitutes libel or slander or is otherwise defamatory; or (c) is counterfeited, illegal, stolen, or fraudulent. As a Corlinc Marketplace Seller, it is your responsibility to accurately describe any products or services that you have for sale. As a Seller, you use the Site and the Services at your own risk.

The Buyer-Seller Relationship: Disputes

As described in the preceding paragraph, Corlinc is not the agent of the Buyer or the Seller for any purpose, (except as described in Section 3: Merchant Fees in your Store). Corlinc will not act as either party's agent in connection with resolving any disputes related to or arising out of any transaction. We encourage Sellers and Buyers to cooperate with each other to effectively resolve any and all disputes.

Your Account

You are responsible for maintaining the confidentiality of your account and password and for restricting access to your computer, and you agree to accept responsibility for all activities that occur under your account or password. You may not assign or otherwise transfer your account to any other person or entity. You acknowledge that Corlinc is not responsible for third-party access to your account that results from theft or misappropriation of your account and/or password. Corlinc and its associates reserve the right to refuse or cancel service, terminate accounts, or remove or edit content in our sole discretion. You also agree that Corlinc can store electronic records information related to your use of our services.

Corlinc does not knowingly collect, either online or offline, personal information from persons under the age of thirteen. If you are under 18, you may use www.Corlinc.com only with permission of a parent or guardian. Use of Corlinc's community platform and services is limited to parties that lawfully can enter into and form contracts under applicable law. To register, you must provide your real name, address, phone number, and e-mail address. You are not allowed to misrepresent yourself in any form or fashion. Purchases must be made with a valid credit card. You represent and warrant that: (a) if you are a business, you are duly organized, validly existing and in good standing under the laws of the country in which your business is registered and that you are registering for the Services within such country; (b) any information provided by you or your affiliates is at all times accurate and complete; and (c) you have all right, power and authority to enter into this Agreement and perform your obligations hereunder.

Corlinc All Rights Reserved

Corlinc retains the right over all content, products, and services published on its site or in its hosted Communities. This shall include control over design, functionality, appearance and all aspects related to its site and/or services contained therein. Corlinc also retains the right to refuse to list, or suspend listing, of any product or service in its sole discretion. Orders in process that are determined by Corlinc to violate any terms or conditions of this agreement must be stopped and/or cancelled at the Seller's expense, including a full refund to the Buyer.

Member Communications or Sharing of Information

Your Corlinc Community fosters communication and enables the sharing of information within your Community. We reserve the right to, at our sole discretion, close your Community subscription or remove content from your Community if the content violates this Agreement or the intellectual property rights of others. Any information posted or conversations taking place within your Community may be seen and used by other members. Corlinc cannot guarantee confidentiality. Therefore, if you have private information or ideas that should not be in the public realm or can be infringed upon by others, please be aware of the risks and do not post it in your Community. **Corlinc is not responsible for the loss of, or infringement on, your content or information posted in your Corlinc Community.**

Privacy

Your use of www.Corlinc.com is subject to Corlinc's Privacy Policy. Please review our [Privacy Policy](#), which also governs the Site and informs users of our data collection practices.

Electronic Communications

Visiting www.Corlinc.com or sending emails to Corlinc constitutes electronic communications. You consent to receive electronic communications and you agree that all agreements, notices, disclosures and other communications that we provide to you electronically, via email and on the Site, satisfy any legal requirement that such communications be in writing.

SECTION 2:

SUBSCRIPTION FEES, BILLING CYCLES and SUBSCRIPTION CHARGEBACKS

You agree to pay all fees applicable to your online subscription ("Subscription Fees") and all other applicable fees including, but not limited to, fees relating to the processing of transactions related to and under your Subscription including, but not limited to, credit card processing fees and Corlinc store transaction fees ("Transaction Fees"), and all fees relating to your purchase of any additional products or services ("Additional Services") or Third-party Services ("Third-party Services"). Combined, the Subscription Fees, the Transaction Fees, the Additional Services, and the Third-party Services are referred to as Fees.

You must keep a valid credit card on file with us to pay for all incurred and recurring Fees. You authorize Corlinc or its third-party payment providers to charge your credit card, debit card, PayPal, or financial institution account (herein "Payment Method") for all charges to your accounts with Corlinc until you cancel your subscription or Corlinc terminates it. Corlinc will charge applicable Fees to the credit card account that you authorize ("Authorized Credit Card"), and Corlinc will continue to charge the Authorized Credit Card (or any replacement card) for applicable Fees, including any and all outstanding fees, until the Services are terminated.

Your Subscription Fees will be charged in advance and will be billed in 30 day intervals ("Billing Date"). Transaction Fees, Additional Services and Third-party Services will be charged at the time of service. You will be charged on each Billing Date for all outstanding Fees that have not previously been charged. All Fees are exclusive of applicable federal, state, international, local fees and taxes. There is a 7-day (seven) grace period for payment of Fees prior to interruption of service.

Corlinc is required to collect sales tax on all Subscription Sales that occur in states where our subscriptions are taxable. Please note that you may be required to pay sales tax and file a sales tax return for certain purchases made from Corlinc, even if your order does not include sales tax charges. Any applicable taxes are based on the rates applicable to the billing address you provide to us. Please consult your city, county and state sales tax authorities to

determine whether you are required to pay sales tax on any purchases made from Corlinc. If you are exempt from payment of such Taxes, you must provide us with an original certificate that satisfies applicable legal requirements attesting to tax-exempt status. Tax exemption will only apply from and after the date we receive such a certificate.

Subscription Fee and Transaction Fee Chargebacks

Charges for the Subscription Fees, Transaction Fees, and Additional Services will appear on credit card statements as follows: "Corlinc". You, as the owner of a Community ("Community Owner"), and your affiliates and partners, as owners of your Sub-Community ("Sub-Community Owner"), agree that, prior to contacting a credit card company in relation to charge disputes ("Chargeback"), that You, as ("Community Owner"), and your ("Sub-Community Owner"), will first contact Corlinc to verify the charges and the manner of billing. You, as ("Community Owner") and your ("Sub-Community Owner"), agree that any Chargeback by a credit card company, for whatever reason, whether by you as ("Community Owner") or by any ("Sub-Community Owner") below your Subscription is a material breach of this Agreement. The cost for a Chargeback to Corlinc is \$25.00 and is a charge for which you agree to be jointly and severally liable to make Corlinc whole.

You agree and acknowledge that Corlinc may suspend your access to your Community, your Community URL, and the access of any of your customers to your Community until all payment owed is brought current. Your rights to, and control over these accounts and services, may be reinstated solely at the discretion of Corlinc.

Month-to-Month Subscriptions

At the conclusion of your 14-day Free Trial, your Monthly billing cycle will begin and you will be billed and charged, to the payment method you have provided, in advance for the following month. Thereafter, your subscription billing will automatically renew, on your renewal date, unless you cancel prior to your renewal date or a maximum of 30-days post renewal. Your subscription begins as soon as payment is processed. Subscription renewal rates are subject to change, but we will always notify you in advance. You will be charged on each Billing Date for all outstanding Fees that have not previously been charged. There is a 7-day (seven) grace period for payment of Fees prior to interruption of service.

If you add additional Communities or Sub-Communities to your account (or if you choose that they are billed directly), you/they (as specified) will be billed and charged, to the payment method you/they have provided, in advance for the following month. Thereafter, your subscription billing will automatically renew, on your renewal date, unless you cancel prior to your renewal date or a maximum of 30-days post renewal. Your subscription begins as soon as payment is processed. Subscription renewal rates are subject to change, but we will always notify you in advance. You will be charged on each Billing Date for all outstanding Fees that have not previously been charged. There is a 7-day (seven) grace period for payment of Fees prior to interruption of service.

Sub-Community subscriptions are only available on a month-to-month subscription basis. Community Owner and/or Sub-Community Owner Subscription fees auto-renew on the anniversary of your subscription date, unless cancelled in writing.

Accepted Payment Types

For subscriptions, Corlinc accepts Visa, MasterCard, American Express, JCB, Discover, and Diners Club.

Cancellation/Refund Policy for Monthly Subscriptions

We never want to lose a great customer, but if you cancel within the first 30 days, we will give you a full refund. Cancellations on monthly subscriptions will take effect at the end of the monthly cycle you are in. With that exception, Corlinc does not provide refunds. Please contact: support@Corlinc.com with any questions.

Annual Subscriptions

At the conclusion of your 14-day Free Trial, if you select Annual billing, your Annual billing cycle will begin and you will be billed and charged, to the payment method you have provided, one full year in advance at the discounted annual rate posted on the website. Thereafter, your Annual subscription billing will automatically renew, on your renewal date, unless you cancel prior to your renewal date or a maximum of 30-days post renewal. You will be charged the annual rate stated at the time of purchase as one lump sum, plus applicable taxes. Subscription renewal rates are subject to change, but we will always notify you in advance. You will be charged on each Billing Date for

all outstanding Fees that have not previously been charged. There is a 7-day (seven) grace period for payment of Fees prior to interruption of service.

If you add additional Communities or sub-Communities to your account (or if you choose that they are billed directly) you/they (as specified) will be billed and charged, to the payment method you/they have provided, one full year in advance at the discounted annual rate posted on the website. You/they will be charged the annual rate stated at the time of purchase as one lump sum, plus applicable taxes. Thereafter, the Annual subscription billing will automatically renew, on your/their renewal date, unless you cancel prior to your renewal date or a maximum of 30-days post renewal. Your/their subscription begins as soon as payment is processed. Subscription renewal rates are subject to change, but we will always notify you beforehand. Your subscription fee is subject to change after the first year, but we will always notify you in advance. You will be charged on each Billing Date for all outstanding Fees that have not previously been charged. There is a 7-day (seven) grace period for payment of Fees prior to interruption of service.

Cancellation/Refund Policy for Annual Subscriptions

If you cancel within 30 days of your order, you will be fully refunded. Should you cancel after 30 days, your payment is non-refundable and your service will continue until the end of your contracted term. Cancellations can be made at any time by contacting support@Corlinc.com.

Membership Fees

Membership to Corlinc or to Corlinc Owner Communities is always FREE. You will not have the option to charge a membership fee to your Community Members.

Compliance with Law

Use of the Corlinc Community marketing and eCommerce platform must conform with all local, state and federal laws, statutes and regulations and may be used only for lawful purposes. Registration under a false name or the use of an unauthorized credit card is strictly prohibited. The following items are also strictly prohibited: a) illegal, counterfeit, or stolen items; b) products, listings, or promotion of hatred based upon: race, religion, ethnicity, disability, gender, or sexual orientation; c) support or promotion of acts of violence or harm toward yourself or others; and d) support or promotion of illegal activities.

Corlinc has the right to report any violation of law, or suspected violation of law, to appropriate law enforcement officials, regulators or other third parties. In the pursuit of cooperation with such authorities we have the right to disclose requested appropriate information, which may include (but is not limited to) user details, account information, content and IP information.

SECTION 3:

SELLERS IN THE CORLINC MARKETPLACE

Community Store Registration/Setup

If you are a Seller in the Corlinc Marketplace, you must fill out the advance form (included when you set up your Community Store online), identifying collection settings for the jurisdictions in which you expect to collect taxes.

Community Store Refunds

You are responsible for calculating refunds of all taxes and other transaction-based charges you collect using our third-party TaxJar software in conjunction with your payment processing account.

Rules of the Road for a Corlinc Marketplace Seller

Corlinc endeavors to create an eCommerce marketplace for Seller Communities that encourages a fair and pleasant trading environment. We want you to be successful! It is important that Sellers abide by the following rules in order to make Corlinc a great place to engage with and market to their audience. Your success is our success and the following policies are intended to support that effort.

- Products sold in your store must comply with all laws and regulations. Failure to do so will result in removal of unlawful products from your store or possible cancellation of your Community subscription.
- You may not sell pornographic material or products that promote local, state or federal laws to be broken
- You must maintain current account information
- Do not misrepresent yourself or your products
- We support equality for all Sellers
- We stand behind the protection of intellectual property rights and copyright infringement and reserve the right to immediately disable your site access or remove infringing content until the dispute is resolved
- Conduct business with integrity and good ethics
- Please... Do not promote a product listing that creates search engine SPAM
- All communications with buyers be professional and courteous
- Provide an accurate description of your product listing
- You may not promote pornography or market adult/escort services
- Your Community Name must be a name that you have the right to use. It must accurately identify you, not be misleading nor infringe on the intellectual property rights or trademark or any person or business.
- Product Reviews – This platform is intended to provide honest feedback about products and services. You are not allowed to leave negative reviews in a competitor’s eCommerce store. You also cannot ask buyers to remove negative product reviews; however, you can comment regarding the review.

Merchant Fees in your Store

Merchant transaction fees are charged to process each transaction through your Community store. All transactions are processed through Stripe’s secure payment gateway to facilitate direct deposits to your account. Stripe payment gateway is a rapid, reliable and secure method of making financial transactions online. As a Seller, you must have a valid Stripe account and email address.

There are 2 tiers of fees attached to your merchant transactions as a Corlinc Marketplace Seller:

1. The Seller is charged a small fee from the Stripe credit card processing gateway to securely handle your payment. Currently, Stripe will charge you a 2.9% transaction fee on the total sale amount plus a \$0.30 fee per transaction. As the buying power of Corlinc continues to grow, your fees will be reduced accordingly. We will always work hard on your behalf to keep fees low.
 - a. International Transactions: (Please refer to your Stripe Agreement for all current rates)
 - i. For U.S. users, all non-U.S. card transactions will be charged an additional 1% fee. The currency conversion for the U.S. is an additional 1% fee. This fee applies only if the charge currency differs from the payout currency.
 - ii. For Canadian users, currency conversion incurs an added 1% fee (if the charge currency differs from your payout currency). All non-Canadian card transactions will be charged an additional 0.6% fee.
2. Corlinc will deduct 2.0% of the transaction amount as a merchant service fee. This is the total amount you will pay to Corlinc for having your own customized store.

Please Note: Corlinc’s transaction fees are nonrefundable, with the exclusion of merchandise returns or refunds.

Accepted Payment Types

For store transactions processed through Stripe in your Corlinc store, your business can currently accept all major debit and credit cards from customers in the U.S. and Canada. This includes: Visa, MasterCard, American Express, and Discover.

SECTION 4:

SALES TAX COLLECTION ON Corlinc SUBSCRIPTIONS

Depending on your billing address, Corlinc may collect sales tax on your monthly or annual subscriptions. Corlinc is required by law to collect sales tax in states where we maintain a physical presence, determined by Nexus. Your tax location is determined by the billing address entered with your credit card information. Please ensure that your billing information is correct.

SALES TAX IN THE SELLER MARKETPLACE

Tax Collection by Sellers in the Corlinc Marketplace

You should consult with a tax or business advisor for specific assistance regarding collection of sales and use tax.

Corlinc is NOT RESPONSIBLE for determining where you do or do not have Nexus. It is important for you to consult with your accountant regarding collection and payment of sales taxes in your state jurisdiction.

Community and Sub-Community Owners that conduct business under a hosted Corlinc account are responsible and liable for determining and collecting the State and Local Sales Tax to be charged in their store. We have integrated TaxJar as a Third-party service provider to collect appropriate sales tax based upon information that you provide and we will also provide a simple printout of transactions. We do not help you with reporting or filing taxes. The following information should be helpful as a guide only.

We recognize that eCommerce sales tax can be a confusing as to: who to charge tax to, when to charge tax, and how you submit the collected sales tax back to the appropriate state. If you sell a product, it is most likely that you will need to charge sales tax. As a merchant, the requirement to charge sales tax is based on "Nexus".

What is Nexus?

Nexus, also known as sufficient physical presence, is the determining factor of whether an out-of-state business selling products into a state is liable for collecting the tax on sales in the state. Nexus is created if your company maintains a temporary or permanent presence of people (employees, service people or independent sales/service agents) or property (inventory, offices, warehouses). The temporary presence is created through traveling people visiting states to call on customers or prospects, trade show attendance, or consigned inventory in warehouses. Nexus is created once a substantial physical presence is established. Unfortunately, this is not clearly defined by each state and can vary from 1 day to multiple days in other states. Nexus means a business entity has established a direct or representational presence within a particular state or jurisdiction. This presence gives the state the right to require a company to pay or collect and remit certain taxes.

Before you do anything else, determine which states you will have sales tax Nexus requirements. Make a list of those states and contact the Department of Revenue (or equivalent taxing authority) to determine your obligations.

Sales Tax Responsibilities. Corlinc uses a Third-party tax calculation service called TaxJar to provide tax calculations for sales transactions within Corlinc Community Stores. TaxJar tax calculations are based on Sales Tax Nexus information you provide combined with specific Tax Classification information you provide on individual products and services sold in your Community Store and/or Sub-Community Store. It is solely the responsibility of the Community store owner and Sub-Community Store Owner to correctly provide Sales Tax Nexus information and Tax Classification information to TaxJar via Corlinc for these calculations, and to accurately report tax collected to the Internal Revenue Service as well as state tax agencies, and to make accurate and timely payments of taxes collected to the Internal Revenue Service as well as state tax agencies, as required by law. You are bound by TaxJar's Terms and Conditions, available online at: <https://www.taxjar.com/terms-of-service/>, which are a part of this agreement. Corlinc does not calculate or collect any product-based excise taxes or any fees or surcharges. Corlinc does not provide support for sales or use tax exemptions based upon the identity of any individual, corporation or other entity, or the intended use of a product by any individual, corporation or other entity; and you are solely responsible for any non-U.S. taxes and duties (including their collection and payment).

Do I collect sales tax on all sales?

If you are selling goods over the Internet and your company has a presence in the state of delivery, your company has established Nexus and will be required to register to collect sales tax on all taxable items regardless of method of order placement. Whether the order is placed over the Internet or through traditional means, if a company has Nexus with the state in which the product is being shipped, sales tax should be billed and collected. For example, if a Pennsylvania company ships to Pennsylvania, there is Nexus, and tax is collected. If the Pennsylvania company ships out of Pennsylvania, whether they collect sales tax or not depends on whether or not they have Nexus with the state into which they are shipping.

Declaration of Use Tax

If no sales tax is collected on a purchase, it is the purchaser's responsibility to declare use tax within their state.

What determines if you collect sales tax?

You collect the tax for the state where the property is delivered to your customer. If the item is shipped to the customer, then tax applies for the delivery state. You should collect the tax only if you are registered to collect tax in that state. If the customer picks up the item at your location, tax should be collected for your state.

How do you process money collected as sales tax?

Generally, states require businesses to pay the sales taxes they collect quarterly or monthly. You'll have to use a special tax return for sales taxes, and report all sales, taxable sales, exempt sales and amount of tax due. Not paying on time can result in penalties. As always, check with your state or local government about the process in your location.

What types of transactions are exempt from sales tax?

Please check with your individual state government as to which goods and services sold in your state are subject to sales tax (unfortunately, it varies a lot).

If you are involved in these types of transactions, you will need to get a copy of the buyer's tax-exempt certificate or number (issued by the state) and provide that information to Corlinc. *Note: Your site must be active in order to apply for tax exemption. Tax exemptions cannot be applied to trial subscriptions.

Tax Collection in your Community Store

Corlinc uses a Third-Party tax calculation service called TaxJar to provide tax calculations for sales transactions within Corlinc Community Stores. TaxJar reduces your sales tax audit risk with cloud-based automated sales tax reporting and filing for multi-channel online sellers. You have the option to sign up for your own TaxJar account, which has a monthly fee. TaxJar will simplify the way you calculate rates, manage exemption certificates, file forms and remit tax payments. Services include:

- Return-ready sales tax reports for every state
- State and local level sales tax reports
- Support for shipping taxability in different states
- Support for both origin-based and destination-based sales tax sourcing
- Detection of sales tax over-collection or under-collection
- Optional auto-filing of returns in each state you have Nexus

As a Seller in a Corlinc Community store, you should register with the states you have Nexus in to enable tax collection services. You should also complete the requirements for obtaining a state tax registration number from each relevant state. Pursuant to the Internal Revenue Code, third-party settlement organizations are required to file an information return with the IRS for each calendar year, reporting all payment card transactions and third-party network transactions with merchants occurring in that calendar year as required by law.

SECTION 5:

RETURNS, REFUNDS, CANCELLATIONS & CHARGEBACKS

Corlinc has selected Stripe as its third-party payments processor for our Community stores. It is not just about processing credit cards. As you begin to set up your store, you will be prompted to sign up for a Stripe account where you will need to fill out your business and bank information and activate your account. Upon completion, your Stripe account will be linked to your Corlinc store.

Stripe and Stripe Radar is focused on reducing fraud. This new integration from Stripe is powered by advanced machine learning algorithms that automatically learn from Stripe's global network of businesses to help identify and prevent fraud. Please follow the link below to learn more about Stripe's dispute and chargeback process. <https://stripe.com/docs/disputes/faq>

As a Community Owner and/or Sub-Community Owner and Corlinc Marketplace Seller, your Returns Policy is something that you should give careful consideration to. If you are a new store looking to build up your customer base quickly, the best thing you can offer new customers is a lenient returns policy.

1. **Consider...The longer your return period, the greater your sales.** Buying online is all about risk for most people. Extending your returns policy is a good bet, because the majority of your customers will NOT act on your returns policy. Online buyers typically just want to know that a lenient return policy is in place before they hand over their credit card.
2. **Be up front about terms and conditions for returns.** Be specific here so that your customers don't pause on ordering, wondering if they are protected. Ideally, however, your returns policy will have few (if any) conditions attached to it.
3. **Product and customer reviews are important.** If customers do return an item, be cheerful and friendly about it. Process the return immediately and ask them to add a review about their experience in your store. Shoppers are always ready to buy when they see experience reviews from your customers.
4. **The value of store credit.** Returns are often generated simply because the customer simply chose the wrong model number or product size. To simplify your Returns Policy, you should include two options in your returns policy: a) issue of store credit or b) a cash refund. A surprising number of customers will be just fine with a store credit. If the customer wants a cash refund, then you should give it to them if the product is returned in good condition.
5. **Be proactive and track returns.** Always ask the customer why they're returning an item they bought from you. Keep a list of return reasons and stay aware of any continuing problems.
6. **Promote, promote, promote.** Promote your Returns Policy everywhere you can: on your home page, on your shopping cart and checkout pages and even in your newsletters and promotions. Winning the trust of your customers is key to generating repeat and new customers!

There are some situations when you may need to refund, accept returns or cancel orders, now that you've considered your own store policy. Some of these might include: 1) the customer requests a return; 2) the item is not received; 3) you don't have the ability to fulfill the order; 4) the customer requires cancellation of their order; 5) the customer has provided the wrong shipping address; or 6) the customer files a credit card chargeback with their credit card company.

When you process a refund on an order or an order is cancelled, Stripe will refund the 2% transaction fee that was charged by Corlinc.

SECTION 6:

COPYRIGHT POLICY – DMCA Notice and Takedown Procedure

Notification of Copyright Infringement

Corlinc responds promptly to legitimate notices or letters of illegal copyright infringement based on the requirements of the Digital Millennium Copyright Act (DMCA)

If you are a copyright owner (or the agent of a copyright owner) and believe that any material posted by a Corlinc Community Owner has infringed upon your copyright(s), you may submit a Notification of Claimed Infringement under the Digital Millennium Copyright Act ("DMCA"). Please note that if you are requesting removal of content by submitting an infringement notification, you are initiating a legal process. If you are not sure that you are the copyright holder or that your materials are protected by copyright laws, we suggest that you consult with legal counsel prior to making a claim. You will be liable for damages (including attorney's fees and related costs) if you materially misrepresent that material is infringing on your copyright.

Please send us written notification (by regular mail or e-mail) to our Designated Copyright Agent, to include the following information:

1. Your contact information (as the complaining party), including name, address, email address and phone number.
2. A clear identification of the copyrighted work claimed to have been infringed. If multiple copyrighted works are posted on a single web page and you notify us about all of them in a single notice, you may provide a representative list of such works found at the site.
3. A clear identification of the material you claim is infringing on the copyrighted work, and information sufficient to locate that material on our website (such as the message ID of the infringing material).
4. A statement that you have a "good faith belief that the material that is claimed as copyright infringement is not authorized by the copyright owner, its agent, or the law."
5. A statement that *"the information in the notification is accurate, and under penalty of perjury, the complaining party is authorized to act on behalf of the owner of an exclusive right that is allegedly infringed."*
6. Your notice must be physically or electronically signed by the copyright owner or a person authorized to act on behalf of the owner.

Your written Notification of Claimed Infringement must be sent to our Designated Copyright Agent at the e-mail address listed below. We will review and address all notices that substantially comply with the requirements identified above. If your notice fails to substantially comply with all of these requirements, we may not be able to respond to your notice.

View a sample of a properly formed DMCA Notice to help insure you are submitting the necessary information to protect your materials.

We suggest that you consult your legal advisor before filing a Notification of Claimed Infringement. Please note that you may be liable for damages if you make a false claim of copyright infringement. Section 512(f) of the Copyright Act provides that any person who knowingly materially misrepresents that material is infringing may be subject to liability. Please also be advised that, in appropriate circumstances, we will terminate the accounts of users/subscribers who repeatedly misidentify copyrighted material.

Counter Notification of Copyright Infringement

1. If you believe material was removed in error, you may send a Counter Notification to our Designated Copyright Agent at the e-mail address provided below.

2. To file a Counter Notification with us, you must send us written communication (by regular mail or e-mail) that sets forth the items specified below:
 - a. Your contact information (as the complaining party), including name, address, email address and phone number.
 - b. Identify the material that we have removed or to which we have disabled access.
 - c. Provide the following statements:
 1. "I consent to the jurisdiction of Federal District Court for the [insert the federal judicial district in which your address is located]" and
 2. "I will accept service of process from [insert the name of the person who submitted the infringement notification] or his/her agent"
 3. "I swear, under penalty of perjury, that I have a good faith belief that the material was removed or disabled as a result of a mistake or misidentification of the material to be removed or disabled."
 - d. Sign the notice. If you are providing notice by e-mail, an electronic signature (i.e. your typed name) or scanned physical signature will be accepted.
3. If we receive a Counter Notification from you, we may forward it to the party who submitted the original Notification of Claimed Infringement. The Counter Notification we forward may include some of your personal information, such as your name and contact information. By submitting a Counter Notification, you consent to having your information revealed in this way. We will not forward the Counter Notification to any party other than the original claimant unless required or expressly permitted to do so by law.
4. Upon receipt of a proper Counter Notification, Corlinc will provide the individual (who submitted the original Copyright Infringement notification) with a copy of the Counter Notification, and inform that person that Corlinc will replace the removed material and cease disabling access to it not less than ten (10), nor more than fourteen (14), business days following receipt of the Counter Notice, unless our Designated Agent first receives notice from the person who submitted the original infringement notification that such person has filed an action seeking a court order to restrain the subscriber from engaging in infringing activity relating to the material on our system, pursuant to section 512(g)(2)(c).
5. Please note that we may not be able to contact you if we receive a Notification of Copyright Infringement about material you posted online. In accordance with our Terms of Service, we reserve the right to permanently remove any content at our sole discretion.

Termination of Subscriber Accounts

It is our policy, in our sole discretion as to what is appropriate material, to disable and/or terminate the accounts of users, subscribers or account holders who repeatedly infringe on Corlinc's copyrights or other intellectual property rights of others.

Designated Agent

Copyright
Corlinc
PO Box 11824
Spokane Valley, Washington 99211

Email: copyright@Corlinc.com

SECTION 7:

CONDITIONS

Use by Agents

You agree that, if an agent (e.g., an attorney, an employee, etc.) uses the Documents Section of its website on your behalf, you are nonetheless bound as a principal by all terms and conditions herein.

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Unless otherwise specified herein, this agreement constitutes the entire agreement between the user and Corlinc with respect to the Site and it supersedes all prior or contemporaneous communications and proposals, whether electronic, oral or written, between the user and Corlinc with respect to the Site. A printed version of this agreement and of any notice given in electronic form shall be admissible in judicial or administrative proceedings based upon or relating to this agreement to the same extent and subject to the same conditions as other business documents and records originally generated and maintained in printed form. It is the express wish to the parties that this agreement and all related documents be written in English.

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