

In These Terms and Conditions are all the policies and rules of purchases and doing business with Admin On The Go, Inc. or aka "AOTG" or "AOTG, Inc" or "Our Company", and "Days" will be business days, not calendar. These terms and conditions are intended to identify and lay out the way AOTG operates with its services and products. If you have any questions after reviewing the terms and conditions, please feel free to give Admin On The Go, Inc., a phone call or text message to (612) 695-4904 or email us at: contactaotginc@gmail.com.

SHIPPING POLICIES

OVERVIEW

This document sets out the shipping policy that applies to customers who make purchases on the www.myadminonthego.com or Admin On The Go, Inc or AOTG website, in person or at events. If you have any questions, please contact our customer service team by calling or texting (612) 695-4904, Monday – Friday from 9:30 am to 6:00 pm CST, or anytime online at contactaotginc@gmail.com. Please allow (24) twenty-four hours for a reply to all customer concerns, questions, or inquiries by email. When speaking to the customer service team by phone, text, or email, please remember to have the item/sku number of the service you purchased on hand.

SHIPPING AND DELIVERY COSTS

AOTG offers all services in a digital manner, saving you any shipping and delivery costs, unless document or services become product-base, which are non-digital products (a hard copy of documents, business cards, advertising information, etc.). However, AOTG can offer shipping through various shipping and delivery services if you are receiving a service where nondigital products are produced from the services you purchased.

Digital Delivery

Our digital services are free and of no cost to you. Our files, forms, plans and other services are easily transferable from computer system to system, using compatible storage software or through online downloads and emails. When your digital services are purchased, you will receive receipt of services. If your payment is a deposit your items will be delivered once the final payment is finished before the final draft is finished and changes are made.

Mailing Service Delivery

If you opt in for your products to also be received via hard copy, you will receive an email or notification of the estimated time you will receive your order. However, some items will have to be delivered, this can be but not be limited to; business cards, flyers, business plans, presentations, reports, curriculums, documents/forms, letters, registration information, etc. If you do decide to receive any of these services or opt in to have your services also received by hard copy, you may be subject to delivery costs, (exclusions are Business Registrations, a hard copy is included in the pricing) for receiving your digital forms in the mail when its unnecessary for a service purchased.

Our shipping times for the services you receive is based on the service you purchased. Services generally have the same shipping and delivery times, depending on the delivery service you choose. If you choose to opt in

with regular delivery it will be 2 -3 days. When we get your information to will also be determined on the service you purchased. To see your service's processing time, please find the service in our Order Processing Time section for your service.

DELIVERY ADDRESS & P.O. BOXES

Please note Admin On The Go, Inc is unable to modify the delivery address once your order has been purchased and any forms completed, Our company only ships to P.O. Boxes at the request of the client. Due to the Nature of the business and businesses sometimes own P.O. Boxes, Admin On The Go, Inc will deliver to the P.O. Box at the company's discretion. Although, PO Boxes is optional-per business, however, AOTG does not recommend P.O. Box Delivery services, AOTG has no responsibility on items not received by any customer delivered to a P.O. Box.

ORDER PROCESSING TIME

Any service you purchase with our company will have a form to complete. Once we receive your form for services, we begin to get started right way. If we have questions, we will call or contact you on the information provided. You will need to be available for any questions in order for your documents to be completed properly. If additional information is needed. Since AOTG performs many different types of services, the order processing times will differ depending on the service.

Registration Services

Business Filings: Most of our business registration services are processed in 24 – 48 hours, depending on the State. AOTG has paid all the fee necessary for filing your documents however, we are not responsible for expedition fees to speed up the registration process in some states, where the wait time for Secretary of State filing is longer then 48 hours. In the case where the filing process time for the state is longer than 48 hours, the rest of the business registration, e.g., the EIN (Employer Identification Number), State Licensing/Permits and Publications needed will be finished once the registration has been approved or accepted with the Secretary of State. EIN can only be processed Monday through Friday, the IRS EIN (Employer Identification Number) app is not available Friday after 10 p.m. EST (Eastern Standard Time) and doesn't reopen until Monday at 7:00 a.m. EST (Eastern Standard Time). Therefor, AOTG does not process direct business registrations on the weekend.

However, a customer can receive a completed business registration that has already been purchased on a weekday (Monday thru Friday), during the weekend (Saturday or Sunday). Business Registrations purchased on a Friday after 6:00 p.m. CST (Central Standard Time) will be held, and processing will begin on Monday to ensure the business registration process is completed with the quickest turnaround for customers. It is the best interest of AOTG to get your business processed, registered, and filed in the quickest amount of time possible, with the best stress-free experience we can provide, for you.

We offer customer service for any questions you may have for potential purchases, and you can contact us by phone at: (612) 695-4904 or by email at: contactatogin@gmail.com.

Registration services for Government Contracts and Opportunities: Business registration services for government contracts at the federal, state, county and city level contracting and opportunities are usually finished within 72 hours, unless our VBA's (Virtual Business Assistant) is waiting on additional information from the customer. Although the information may have been entered within 72 hours processing times by the different entities will vary. State processing times will also vary according to the state you are applying for services in. In most cases, the ETA (Estimated Time Arrival) of completion can be from 10 – 14 days. For Government filing of SAM, it can sometimes be up to 30 days.

If you have more questions and want to inquire on how these services can work for you or if you fit the criteria for the opportunity, please call our customer service line at: (612) 695-4904 or email us at: contactaotginc@gmail.com.

Business Registrations Add on: These are services that a business may need but skipped at the time of opening a business. They can be business email, Google Business page, EIN, State Licensing/Permits, Publishing, Duns & Bradstreet, and Business Bank Accounts. In these cases when purchasing these services, the ETA is within 48 hours from the time of your purchase. Since these services can be done online, in most cases, AOTG expects an immediate turn around time but no longer than 48 hours.

If you have more questions and want to inquire on how these services can work for you or if you fit the criteria for the opportunity, please call our customer service line at: (612) 695-4904 or email us at: contactaotginc@gmail.com.

Business & Strategic Plans

Our processing time for most business plans are 14 days if we are not on backorder. It is the best interest for AOTG to get the information for our customers in the quickest time possible so your business can operate smoothly. For planning services, you will work closely with a VBA for the timeline of the process of creating your business plan.

If you have more questions and want to inquire on how these services can work for you or if you fit the criteria for the opportunity, please call our customer service line at: (612) 695-4904 or email us at: contactaotginc@gmail.com.

Budget, Accounting, and Inventory Templates

Our processing time for budget, accounting and inventory templates are done within 48 hours after services have been processed. Depending on the template, if you are receiving calculated templates with attached data bases your services may take up to 10 days before the services are final. If our VBA's have to wait on information from customers times may be delayed.

If you have more questions and want to inquire on how these services can work for you or if you fit the criteria for the opportunity, please call our customer service line at: (612) 695-4904 or email us at: contactaotginc@gmail.com.

Contract creation and Form Digitizing

Our processing time for contract creation varies on the contract need for contracts that are no longer than 5 pages will be 7 days. If the contracts require information and extend longer than 5 pages AOTG will require an ETA of 14 days.

Form digitizing processing times are no longer than 72 hours no matter how long the form is.

If our VBA's have to wait on information from customers times may be delayed.

If you have more questions and want to inquire on how these services can work for you or if you fit the criteria for the opportunity, please call our customer service line at: (612) 695-4904 or email us at: contactaotginc@gmail.com.

Grants and Contracts

Grants and contracts are based on deadlines that are generated though those grant, and contract guidelines and the processing times will be according to those services between the customer and AOTG.

If you have more questions and want to inquire on how these services can work for you or if you fit the criteria for the opportunity, please call our customer service line at: (612) 695-4904 or email us at: contactaotginc@gmail.com.

BACK UP ORDERS/SPECIAL ORDER

For orders on back up AOTG will notify the customer of when it is available again once in stock and orders are ready to be taken. Customers can still order products on backorder; however, they must be aware that the shipping time will double from the usual time in which when they would have received their item.

Please add 3 – 4 days on items that have been special ordered or need additional work that has been requested by the customer.

INTERNATIONAL ORDERS

Services with AOTG are digital whenever possible. If services are available to you in your area you will receive your services digitally. If you do need a hard copy of the work you are receiving, your package may be subject to import duties and taxes. You, as the customer, are responsible for paying those fees, unless agreed otherwise by customer and AOTG.

The fees for international orders will be subject to be higher than when shipping domestically in the United States. AOTG, Inc., recommends that you check with your local customs office before placing your order on our website as these fees can sometimes be significant and AOTG, inc. can sometimes calculate for you.

TRACKING YOUR ORDER

If you need services that require mail services, once your order has been processed and dispatched, AOTG will send you a confirmation email with tracking information. You will be able to track your package directly on delivery carrier's website.

RETURNS, REFUNDS, AND EXCHANGES

AOTG, Inc. wants you to be completely happy with your purchase, so please read our return & refund policy for detailed information about our processes.

RETURN AND REFUND POLICY

The goods Admin On The Go, Inc. or aka "AOTG" or "AOTG, Inc" or "Our Company" distributes to its customers are considered to be services but may sometimes carry products needed or physical items that may come with the services the customer has purchased. The products can be downloaded, emailed to a client in the form of digital products, items can be shipped to a customer through the USPS or other delivery services, or a customer can receive both services if that is in the service sold. Please see each service description on return policies

SERVICES

All or most of the services provided by AOTG are provided through time based resources. Therefore, many of our services will require a deposit due to the fact that once we get started on a project or sale, we cannot take

back the time put forth to any services the customer may no longer want to receive. Those services are then charged to the deposit that the customer paid, and many times won't be refunded due to the time of cancellation, services already performed and/or time already put in for the services agreed upon.

AOTG reserves the right to keep any and all service deposits in which services had other outsource contracted services and those contractors required a pre-payment or required the time they put on a project be paid whether the project was finished or not.

AOTG requires a processing fee for all returned checks or purchases made for services where customers are requesting a refund.

For all sales under \$300, customers will be charged a \$50 processing fee and refunds must be requested within five (5) calendar days after receiving a service. If customer request a refund after five (5) calendar days, they are still allowed to receive a refund however the refund will be available at fifty percent (50%) of what they paid and minus the \$50 processing fee.

For all sales over \$300, customers will be charged a \$150 processing fee and refunds must be requested within five (5) calendar days after receiving a service. If customer requests a refund after five (5) calendar days, they are still allowed to receive a refund, however the refund will be available at fifty percent (50%) of what they paid and minus the \$150 processing fee.

For items that are on sale, all sales are final and there are no refunds for sale items \$150 or less. For items over \$150 that are on sale, the same rules and refund policy applies as indicated in the paragraph above.

DIGITAL PRODUCTS

Thank you for purchasing from AOTG's website at: www.myadminonthego.com

We do not offer a full refund, most of our refunds are subject to a processing fee and depending on the request for your refund, you may only be subject to receive fifty percent (50%) of your refund for services. AOTG, Inc is a services business and use a lot of time in our processes from the moment you buy services from our website. Depending on the services performed, time of request of refund and services outsourced, you may only qualify for a partial refund of any deposited amounts or amounts paid in full through the website. In some cases, deposits are not refundable. Digital products we supply cannot be returned due to the customizing of the products to the consumers need. If we supplied you a service and you are not satisfied, our VBA assigned to your will work with you to get your order correct to your satisfaction. If the mistake is the fault of you, the customer, you are responsible for the payment of fixing the issue. If the issues are our responsibility, AOTG will fix the issue with no additional costs to you.

Once you buy a service or digital product it belongs to you, the customer. If you, the customer, at any time cancels your payment after you have received the service you paid for and the service cannot be returned, such as a business registration, grant application submission, business plan, logo, etc., you will be subject to a lien on your personal property, business or may be subject to lawsuit and attorney's fees, if found you have performed the cancellation fraudulently after receiving services. Checking the box on the paperwork provided to you, acknowledges that you understand our Policies and Terms and Conditions and that you have read and identified yourself with our Policies and Terms and Conditions. If AOTG decides to refund service products that is useable by the customer (business plans, strategic plans, logos, templates of any kind, reports, presentations

documents, etc.), then none of the service products produced will belong to the customer and AOTG will still have ownership over any and all service products.

PHYSICAL PRODUCTS

Thank you for purchasing from AOTG's website at: www.myadminonthego.com

AOTG defines Physical Products as products that can be delivered in a hard copy form or form that is other than a digital transfer over web or internet connected sources. We do not offer refunds for physical products. Once a physical product has been produced for your company, AOTG cannot take it back. Services identified as service products that can also come in a physical product form are physical products. Physical products involve services of a creative or artistic nature and is a service that can produce physical products. Examples of those products are a paper copy of a business registration package, business cards, a report, a presentation, document, manuals, handbooks, brochures, or any item similar that has been personalized to a person, persons, or the business with which they are affiliated, and the customer can touch.

Products we supply cannot be returned due to the customizing of the products to the customer's need. If we supplied you a service and you are not satisfied, our VBA assigned to your will work with you to get your order where you need it to me. If the mistake is the fault of you, the customer, you are responsible for the payment of fixing the issue. If the issues are our responsibility, AOTG will fix the issue with no additional costs to you.

Once you buy a service or digital product it belongs to you, the customer. If you, the customer, at any time cancel your payment after you have received the service you paid for, and the service cannot be returned you will be held responsible for those charges.

Fraudulent cancellations will be subject to a lien on your personal property, business or may be subject to lawsuit and attorney's fees, if found you have performed the cancellation fraudulently after receiving services. Checking the box on the paperwork provided to you, acknowledges that you understand our Policies and Terms and Conditions and that you have read and identified yourself with our Policies and Terms and Conditions.

Although we can supply our customers with a refund on some things, many of the services below cannot receive a refund at all due to the nature of work that has been done:

- ✓ A Business Registration filed
- ✓ LOGOs
- ✓ Business Plan (The price paid on the website is a deposited amount, please see services section)
- ✓ Grants Submitted – Where grant services were already paid in full
- ✓ Grant Deposits paid
- ✓ Systems Development Service deposits paid
- ✓ Flyers already emailed to customer (approved or not)
- ✓ Forms digitized and emailed to customer (approved or not)
- ✓ Any formulas, budgets or forms calculated (approved or not)
- ✓ Any other services that have been customized to the customers needs, branding or business.

Admin On The Go, Inc., Reserves the right to issue and decline refunds at the discretion of the decision of the authorized personnel of the company. AOTG, Inc. intends to give refunds whenever possible, honest, forthright, and feasible.

Exceptions/non-returnable items

Unfortunately, we cannot accept returns on gift cards.

PRIVACY POLICY

This Privacy Policy describes how www.myadminonthego.com (the "Site" or "we") collect, uses, and discloses your Personal Information when you visit or make purchases from the Site.

COLLECTING PERSONAL INFORMATION

when you visit the Site, we collect certain information about your device, your interaction with the Site, and information necessary to process your purchases. We may also collect additional information if you contact us for customer support. In this Privacy Policy, we refer to any information that can uniquely identify an individual (including the information below) as "Personal Information." See the list below for more information about what Personal Information we collect and why.

Device Information

Examples of Personal Information collected: version of web browser, IP address, time zone, cookie information, what sites or products you view, search terms, and how you interact with the Site.

Purpose of collection: to load the Site accurately for you, and to perform analytics on Site usage to optimize our Site.

Source of collection: Collected automatically when you access our Site using cookies, log files, web beacons, tags, pixels, contact or inquiry forms.

Disclosure for a business purpose: shared with our processor Weebly, square, BMO, google, JotForm's, and their affiliates.

Order Information

Examples of Personal Information collected: name, billing address, shipping address, payment information (including credit card numbers, apple pay information, PayPal information and google pay information), email address and phone number.

Purpose of Collection: to provide products or services to you to fulfill our contract, to process your payment information, arrange for shipping and provide you with invoices and /or order confirmation, communicate with you, screen our orders for potential risk or fraud, and when in line with the preference you have shared with us, provide you with information and advertising relating to our products or services.

Source of Collection: collected from you.

Disclosure for a business purpose: shared with our processor Weebly, square, BMO, google, JotForm's, Secretary of States of the fifty states, IRS, State Revenue Departments of some States, facebook, Instagram, TikTok, and other platforms of their affiliates.

Customer Support Information

Examples of personal Information collected name, billing address, shipping address, payment information (including credit card numbers, apple pay information, PayPal information and google pay information), email address and phone number.

Propose of collection: to provide customer support.

Source of collection: collected from you.

Disclosure for a business purpose: shared with our processor Weebly, square, BMO, google, JotForm's, Secretary of States of the fifty states, IRS, State Revenue Departments of some States, facebook, Instagram, TikTok, and other platforms of their affiliates.

MINORS

The Site is not intended for individuals under the age of 16 years of age. We do not intentionally collect Personal Information from children. IF you are the parent or guardian and believe your child has provided us with Personal Information, please contact us at the address below to request deletion.

SHARING PERSONAL INFORMATION

We share your Personal Information with service providers to help us provide our services and fulfil our contracts with you as described above. For Example:

We use square Weebly to power our online store. You can read more about how Weebly uses your Personal Information here: [Weebly](#)

We may share your Personal Information ;to comply with applicable laws and regulations, to respond to a subpoena, search warrant or other lawful request for information we receive, or to otherwise protect our rights.

BEHAVIOURAL ADVERTISING

As described above, we use your Personal Information to provide you with targeted advertisements or marketing communications we believe may be of interest to you. For Example:

We use Google Analytics to help us understand ow our customers use the Site. You can read more about how Google uses your Personal Information here. You can also opt-out of Google Analytics here:

We share information about your use of the Site, your purchases, and your interaction with our ads on other websites with our advertising partners. We collect and share some of this information directly with our advertising partners, and in some cases through the use of cookies or other similar technologies (which you may consent to, depending on your location).

For more information about how targeted advertising works, you can visit the Network Advertising Initiative's ("NAI") educational page at: <http://www.networkadvertising.org/understanding-online-advertising/how-does-it-work>

You can opt out of targeted advertising by:

Instagram

Meta

Facebook

Google

Bing

Additional you can opt out of some of these services by visiting the Digital Advertising Alliance's opt out portal at: <http://optout.aboutads.info/>

USING PERSONAL INFORMATION

We use your Personal Information to provide our services to you, which includes offering products for sale, processing payments, shipping, and fulfillment of your order, and keeping you up to date on new products, services and offers.

LAWFUL BASIS

Pursuant to the General Data Protection Regulation ("GDPR"), if you are a resident of the European Economic Area ("EEA"), we process your personal information under the following lawful bases:

Your consent

The performance of the contract between you and the Site;

Compliance with our legal obligations;

To protect your vital interests;

To perform a task carried out in the public interest;

For our legitimate interests, which do not override your fundamental rights and freedoms.

RETENTION

When you place an order through the Site, we will retain your Personal Information for our records unless and until you ask us to erase this information. For more information on your right to erasure, please see the "Your Rights" section below.

AUTOMATIC DECISION MAKING

If you are a resident of the EEA, you have the right to object to processing based solely on automated decision-making (which includes profiling), when that decision-making has a legal effect on you or otherwise significantly affects you.

We (do/do not) engage in fully automated decision-making that has a legal or otherwise significant effect using customer data.

Our processor square/Weebly uses limited automated decision-making include:

Temporary deny list of IP addresses associated with repeated failed transactions. This denies list persists for a small number of hours.

Temporary deny list of credit cards associated with deny listed IP addresses. This denies list persists for a small number of days.

SELLING PERSONAL INFORMATION

Our Site sells Personal Information, as defined by the California Consumer Privacy Act of 2018 (“CCPA”)

Categories of Information sold;

Instructions on how to Opt-Out of sale;

Whether your business sells information of Minors (Under 16) and whether you obtain affirmation authorization;

If you provide a financial incentive to not sell information, provide information about what that incentive is.

YOUR RIGHTS

GDPR

If you are a resident of the EEA, you have the right to access the Personal Information we hold about you, to port it to a new service, and to ask that your personal Information be corrected, updated, or erased. If you would like to exercise these rights, please contact us through the contract information below.

Your Personal Information will be initially processed in Ireland and then will be transferred outside of Europe for storage and further processing, including to Canada and the United States. For more information on how data transfers comply with the GDPR, see (host) GDPR Whitepaper: (insert link to host GDPR)

CCPA

If you are a resident of California, you have the right to access the Personal Information we hold about you (also known as the “Right to Know”), to port it to a new service, and to ask that your Personal Information be corrected, updated, or erased. IF you would like to exercise these rights, please contact us through the contact information below (or insert the instructions the business would like to insert)

If you would like to designate an authorized agent to submit these requests on your behalf, please contact us at the address below.

COOKIES

A cookie is a small amount of information that’s downloaded to your computer or device when you visit our Site. We use a number of different cookies, including functional, performance, advertising, and social media or content cookies. Cookies make your browsing experience better by allowing the website to remember you actions and preferences (such as login and region selection). This means you don’t have to re-enter this information each time you return to the site or browse form on page to another. Cookies also provide information on how people use the website, for instance whether it’s their first time visiting or if they are a frequent visitor.

We use the following cookies to optimize your experience on our Site and to provide our services.

Cookies Necessary for the Functioning of the Store

eu_cookie_consent	Cookie consent kit	Stores your cookie preferences (so you won't be asked again)	First-party session cookie deleted after you quit your browser
Ecsi, Eurostat-SearchFeedback	Website survey tools	Stores information on whether you have already replied to a survey pop-up – so you won't be asked again.	First-party persistent cookie, 1 month
cck3	Cookie consent kit	Stores your preferences for 3rd-party cookies (so you won't be asked again)	First-party session cookie deleted after you quit your browser
cck1	Cookie consent kit	Stores your cookie preferences (so you won't be asked again)	First-party persistent cookie, 6 months
clima_survey	Climate Action	Stores information on whether you have already replied to a survey pop-up – so you won't be asked again	First-party persistent cookie, deleted after 1 day after you close the survey popup Deleted after 1 year if you respond or ask to not answer the survey

econt_font_size	DEVCO companion	Stores the font size in which you want to read the content on the web page, following selection from the font-size menu	First-party session cookie, deleted after you quit your browser
econt_resizable_width	DEVCO companion	Remembers the width of the sidebar	First-party session cookie, deleted after you quit your browser
econt_font_size	PRAG Practical guide	Stores the font size in which you want to read the content on the web page, following selection from the font-size menu	First-party session cookie, deleted after you quit your browser
econt_resizable_width	PRAG Practical guide	Remembers the width of the sidebar	First-party session cookie, deleted after you quit your browser
escoLanguage	ESCO Portal	Stores your language preferences	First-party cookie deleted after one week
cookie-agreed	Speech Repository	Stores your cookie preferences (so you won't be asked again)	First-party persistent cookie, 100 days

confluence.sidebar.width	Extranet Wikis Public Wikis	Remembers the width of the sidebar	localStorage, persistent data	Operational cookies There are some cookies that we have to include in order for certain web pages to function. For this reason, they do not require your consent. In particular: <ul style="list-style-type: none"> • authentication cookies • technical cookies required by certain IT systems
dashboard.route.last	Extranet Wikis Public Wikis	Remembers preference for information displayed on the user's dashboard	localStorage, persistent data	
tracesLanguage	TRACES NT application	Stores your language preferences	First-party persistent cookie, 30 days	
announcementTooltipsIds	TRACES NT application	Stores information on whether you have already read and dismissed pop-ups – so you won't be asked again.	First-party persistent cookie, 365 days	Authentication cookies These are stored when you log in to a Commission site, using our authentication service (EU Login) . When you do this, you accept the associated privacy policy .
Name	Service	asked again.	Purpose	Cookie type and duration

MyECASDomain	Identity Management Service	Remembers your domain	First-party session cookie, deleted after you quit your browser
__Secure_CASTGC	Identity Management Service	Identifies your session	First-party session cookie, deleted after you quit your browser
__Secure_ECAS_SESSIONID	Identity Management Service	Identifies the current Central Authentication Service session	First-party session cookie, deleted after you quit your browser

Name	Service	Purpose	Cookie type and duration
ECAS_PREFS	Identity Management Service	Remembers your settings and preferences: user id, username, acknowledged cookie policy, high contrast mode, privacy mode, view account details after login, last strength selected	First-party session cookie, deleted after you quit your browser
CASPRIVACY	EURES The European Job Mobility Portal	EURES Authentication info	First-party session cookie, deleted after you quit your browser
CASTGC	EURES The European Job Mobility Portal	EURES Authentication info	First-party session cookie, deleted after you quit your browser
EURES_CAS_LOGGED_IN	EURES The European Job Mobility Portal	EURES Authentication info	First-party session cookie, deleted after you quit your browser
AUTH	Food systems platform	Used to switch and authenticate between applications of Foods Systems	First-party session cookie, deleted after you quit your browser
SECTOR	Food systems platform	Used to switch and authenticate between applications of Foods Systems.	First-party session cookie, deleted after you quit your browser
CFCASCOUNTPPPADMIN	PPP platform	Cookie to limit the number of	First-party session cookie, deleted after you quit your browser

Name	Service	Purpose	Cookie type and duration
		failed login attempts	
ecasST	Food Systems Common Authorization Procedure	Maintain a secure session for you, during your visit	First-party session cookie, deleted after you quit your browser
ecasUser	Food Systems Common Authorization Procedure	Maintain a secure session for you, during your visit	First-party session cookie, deleted after you quit your browser
userRoles	Food Systems Common Authorization Procedure	Stores the user role	First-party session cookie, deleted after you quit your browser
CFCASCOUNTADNS	ADNS platform	Cookie to limit the number of failed login attempts	First-party session cookie, deleted after you quit your browser
_WL_AUTHCOOKIE_TNTSESSIONID	WebLogic platform	Maintain a secure session for you, during your visit	First-party session cookie, deleted after you quit your browser
_WL_AUTHCOOKIE_ISESSIONID	WebLogic platform	Maintain a secure session for you, during your visit	First-party session cookie, deleted after you quit your browser
UserProfileRasff	WebLogic platform	Stores the user profile	First-party session cookie, deleted after you quit your browser
_WL_AUTHCOOKIE_SAAASII	Session WebLogic platform	Maintain a secure session for you, during your visit	First-party session cookie, deleted after you quit your browser
moviedb_session	Creative Europe MEDIA Database	Maintain a secure session for you,	First-party persistent cookie, 2 hours

Name	Service	Purpose
		during your visit
CASAuth	Creative Europe MEDIA Database	Maintain a secure session for you, during your visit First-party persistent cookie, 2 hours
GIS_s-regio-gis3-p.net1.cec.eu.intP_SESSIONID	Regional Policy	authentication in order to use a service session id / Duration of browsing session
GIS_s-regio-gis4-p.net1.cec.eu.intP_SESSIONID	Regional Policy	authentication in order to use a service session id / Duration of browsing session
GIS_s-regio-gis3-a.net1.cec.eu.intP_SESSIONID	Regional Policy	authentication in order to use a service session id / Duration of browsing session
_socrata_session_id	Regional Policy, Open Data Portal for the European Structural Investment Funds	Maintain a secure session for you, during your visit Unique random value is stored at the start of the session for the purposes of recognizing subsequent visits by the same person for the duration of the logged in session. / Session can be either 6 hours (the default value) or 15 minutes (configurable per-domain).
_core_session_id	Open Data Portal for the European Structural Investment Funds	Maintain a secure session for you, during your visit Unique random value is stored at the start of the session for the purposes of recognizing subsequent visits by the same person for the duration of the logged in session. / Session can be either 6 hours (the default value) or 15 minutes (configurable per-domain).
_storyteller_session	Open Data Portal for the	Maintain a secure session Unique random value is stored at the start of the

Name	Service	Purpose	The names of these cookies may change, for technical reasons
	European Structural Investment Funds	for you, during your visit	session for the purposes of recognizing subsequent visits by the same person for the duration of the logged in session. / Session can be either 6 hours (the default value) or 15 minutes (configurable per-domain).
logged_in	Open Data Portal for the European Structural Investment Funds	Contains an indicator whether the user in the current session has logged in.	true/false value / Session can be either 6 hours (the default value) or 15 minutes (configurable per-domain).
connect.sid	SANTE Data Collection Platform	Maintain a secure session for you, during your visit	First-party session cookie, deleted after you quit your browser
connect.sid.sdi-code-linker	SANTE Data Interoperability Code Linker	Maintain a secure session for you, during your visit	First-party session cookie, deleted after you quit your browser

(particularly __Secure-CASTGC and __Secure-ECAS_SESSIONID).

Technical cookies

Name	Service	Purpose	Cookie type and duration
has_js	Corporate content management platform, based on Drupal open source software	Determines whether Javascript is enabled in your browser. This allows our websites to function properly.	First-party session cookie, deleted after you quit your browser

Name	Service	Purpose	Cookie type and duration
JSESSIONID / CFID / CFTOKEN	Java IT platform / Coldfusion IT platform	Maintain a secure session for you, during your visit.	First-party session cookie, deleted after you quit your browser
Ecsi, Eurostat-SearchFeedback	Website survey tools	Stores information on whether you have already replied to a survey pop-up – so you won't be asked again.	First-party persistent cookie, 1 month
theoplayer-session-id	Audiovisual Service video player	Enables the player's own analytics, currently not used.	localStorage Key, persistent data
theoplayer-stored-network-info	Audiovisual Service video player	Enables the player's bandwidth estimate to determine the best initial bandwidth and enhance the user experience.	localStorage Key, persistent data
EURES_CAS_SESSIONID	EURES The European Job Mobility Portal	EURES Authentication info	First-party session cookie, deleted after you quit your browser
cck1atlassian-analytics.confluence.lock	Public wikis	Keeps Confluence analytics disabled	localStorage Key, persistent data
confluence.sidebar.width	Public wikis	Remembers the width of the sidebar	localStorage Key, persistent data
browser-metrics-journey	Public wikis	Intended for features performance metrics, but remains disabled - no data is logged	sessionStorage Key, valid for 60 minutes

Name	Service	Purpose	Cookie type and duration
X-Qlik-Session	QlickSense	Opens and maintains an X-Qlik user session	First-party session cookie, deleted after 30 minutes of inactivity
wtEtrans. Appended by the target translation language and a timestamp	eTranslation	Stores the translation of the page you requested so that you don't have to wait when re-requesting its translation	localStorage Key, persistent data
ApplicationGatewayAffinity	Agri-Food Data Portal	used by Azure Gateway server	First-party session cookie, deleted after you quit your browser
ApplicationGatewayAffinityCORS	Agri-Food Data Portal	used by Azure Gateway server	First-party session cookie, deleted after you quit your browser
EIPP_SESSION_ID	European Investment Project Portal (EIPP)	User session No additional information stored	First-party session cookie, deleted after 10 minutes (automatically extended based on user activity)
Vanilla / Vanilla-Vv / Vanilla-sid / Vanilla-tk	ESCO Forum	Maintain login and operations on the ESCO Forum	First-party cookies with various duration: Vanilla - one month, Vv - one day, sid/tk - session
EURES_XXX_SESSION_ID	EURES The European Job Mobility Portal	EURES Session info	First-party session cookie, deleted after you quit your browser
connect.sid	Node.js application server with Expres	Maintain a secure session for you, during your visit	First-party session cookie, deleted after you quit your browser

Name	Service	Purpose	Cookie type and duration
PHPSESSID	PHP platform	Maintain a secure session for you, during your visit	First-party session cookie, deleted after you quit your browser
CGISESSID	Perl/Apache platform	Maintain a secure session for you, during your visit	First-party session cookie, deleted after you quit your browser
userSaasData	User authorization service	Maintain a secure session for you, during your visit	First-party session cookie, deleted after you quit your browser
applicationMode	Food Systems Common Authorization Procedure	Maintain a secure session for you, during your visit	First-party session cookie, deleted after you quit your browser
X-CSRF-TOKEN	Food Systems Common Authorization Procedure	Used to avoid Cross-site attacks	First-party session cookie, deleted after you quit your browser
DPORead	Food Systems Common Authorization Procedure	Confirmation that the privacy statement has been read by the user	First-party persistent cookie, 1 year
TNTSESSIONID	Traces new technology platform	Maintain a secure session for you, during your visit	First-party session cookie, deleted after you quit your browser
SAASIISession	User authorization service	Maintain a secure session for you, during your visit	First-party session cookie, deleted after you quit your browser
SSESSxxxx	SCICnet, Knowledge Centre on Interpretation, Speech Repository	Session identifier used by Drupal sites	Session cookie. Expires after the session is destroyed.

Name	Service	Purpose	Cookie type and duration
kci_stick_to_https	Knowledge Centre on Interpretation	Maintain a secure session for you, during your visit	First-party session cookie, deleted after you quit your browser
XSRF-TOKEN	Creative Europe MEDIA Database, Newsroom	Maintain a secure session for you, during your visit	first-party persistent cookie, 2 hours
socrata-csrf-token	Regional Policy, Open Data Portal for the European Structural Investment Funds	Maintain a secure session for you, during your visit	Unique random value is stored at the start of the session for the purposes of recognizing subsequent visits by the same person for the duration of the logged in session. / Session can be either 6 hours (the default value) or 15 minutes (configurable per-domain).
maintenance_ack	Open Data Portal for the European Structural Investment Funds	Contains an indicator whether the user in the current session has dismissed a maintenance notice.	true/false value / Session can be either 6 hours (the default value) or 15 minutes (configurable per-domain).
renderTrackingId_#	Open Data Portal for the European Structural Investment Funds	Contains an arbitrary integer value for determining when asynchronous page rendering has completed for the purposes of snapshotting the page.	arbitrary integer value / 1 hour

Name	Service	Purpose	Cookie type and duration
socrata_site_chrome_preview	Open Data Portal for the European Structural Investment Funds	Temporary flag to allow previewing changes to site appearance.	true/false value / ephemeral
hide-clp-manager	Open Data Portal for the European Structural Investment Funds	Records the user preference to dismiss the link to the Catalog Landing Page manager.	true/false value / Session can be either 6 hours (the default value) or 15 minutes (configurable per-domain).
browser_ack	Open Data Portal for the European Structural Investment Funds	Records the user preference to dismiss certain notices that appear on the platform, i.e., maintenance window notices.	true/false value / Session can be either 6 hours (the default value) or 15 minutes (configurable per-domain).
socrata-login-modal-accepted	Open Data Portal for the European Structural Investment Funds	Records the user acceptance of an optional pre-login usage notice that certain customer domains require.	true/false value / Session can be either 6 hours (the default value) or 15 minutes (configurable per-domain).
js_flash	Open Data Portal for the European Structural Investment Funds	Stores temporary user-facing notices as needed.	json value / ephemeral
atlassian-analytics.confluence.lock	Extranet Wikis Public Wikis	Used for statistics only, in order to store statistics about Confluence usage	localStorage, persistent data

Name	Service	Purpose	Cookie type and duration
atst.healthcheck.sensors.page-protocols	Extranet Wikis Public Wikis	Keeps Confluence analytics disabled	localStorage, persistent data
confluence.sidebar.width	Extranet Wikis Public Wikis	Remembers the width of the sidebar	localStorage, persistent data
dashboard.route.last	Extranet Wikis Public Wikis	Remembers preference for information displayed on the user's dashboard	localStorage, persistent data
browser-metrics-journey	Extranet Wikis Public Wikis	Intended for performance metrics, but remains disabled - no data is logged	sessionStorage Key, valid for 60 minutes
MDR-EUDAMED-APP	MDR Eudamed	Maintain a secure session for you, during your visit	First-party session cookie, deleted after you quit your browser
newsroom_session	Newsroom, PHP	Maintain a secure session for you, during your visit	First-party session cookie, deleted after you quit your browser
newsroom_session2	Newsroom, PHP – loadbalancer	Maintain a secure session for you, during your visit	First-party session cookie, deleted after you quit your browser
connect.sid.sdi-ddym	SDI Data Dictionary Maker	Maintain a secure session for you, during your visit	First-party session cookie, deleted after you quit your browser
ETX_JSID	Trusted Exchange Platform	Maintain a secure session for you, during your visit	First-party session cookie, deleted after you quit your browser

Analytics cookies

We use these purely for internal research on how we can improve the service we provide for all our users.

The cookies simply assess how you interact with our website – as an anonymous user (the **data gathered does not identify you personally**).

Also, this data is **not shared with any third parties** or used for any other purpose. The anonymised statistics could be shared with contractors working on communication projects under contractual agreement with the Commission.

However, you are **free to refuse** these types of cookies – either via the cookie banner you’ll see on the first page you visit or at [Europa Analytics](#).

Name	Service	Purpose	Cookie type and duration
_pk_id#	Corporate web analytics service, based on Matomo open source software	Recognises website visitors (anonymously – no personal information is collected on the user).	First-party persistent cookie, 13 months
_pk_ses#	Corporate web analytics service, based on Matomo open source software	Identifies the pages viewed by the same user during the same visit. (anonymously – no personal information is collected on the user).	First-party persistent cookie, 30 minutes

Third-party cookies

Some of our pages display content from external providers, e.g., YouTube, Facebook, and Twitter.

To view this third-party content, you first have to accept their specific terms and conditions. This includes their cookie policies, which we have no control over.

But if you do not view this content, no third-party cookies are installed on your device.

Third-party providers on Commission websites

[You Tube](#)

[Internet Archive](#)

[Google Maps](#)

[Twitter](#)

[TV1](#)

[Vimeo](#)

[Microsoft](#)

[Facebook](#)

[Google](#)

[LinkedIn](#)

[Livestream](#)

[SoundCloud](#)

[European Parliament](#)

These third-party services are outside of the control of the Commission. Providers may, at any time, change their terms of service, purpose, and use of cookies, etc.

How can you manage cookies?

Removing cookies from your device

You can delete all cookies that are already on your device by clearing the browsing history of your browser. This will remove all cookies from all websites you have visited.

Be aware though that you may also lose some saved information (e.g., saved login details, site preferences).

Managing site-specific cookies

For more detailed control over site-specific cookies, check the privacy and cookie settings in your preferred browser

Blocking cookies

You can set most modern browsers to prevent any cookies being placed on your device, but you may then have to manually adjust some preferences every time you visit a site/page. And some services and functionalities may not work properly at all (e.g., profile logging-in).

Managing our analytics cookies

You can manage your preferences concerning cookies from Europa Analytics on the dedicated [Europa Analytics](#) page.

On the third party cookie banner service, you may be asked to scan your website, and categorize the cookies identified on your website. Here is some information to help you categorize your cookies.

Weebly sets the following cookies on your site:

Cookie	Classification	Description
is_mobile	Functionality Cookies	These cookies enable us to remember you have used our Services before, preferences you may have indicated and information you have provided to us to give you a customised experience. For example, this would include ensuring the continuity of your registration process.
sto-id-editor	Functionality Cookies	These cookies enable us to remember you have used our Services before, preferences you may have indicated and information you have provided to us to give you a customised experience. For example, this would include ensuring the continuity of your registration process.
sto-id-pages	Functionality Cookies	These cookies enable us to remember you have used our Services before, preferences you may have indicated and information you have provided to us to give you a customised experience. For example, this

Cookie

Classification

Description

would include ensuring the continuity of your registration process.

language

Functionality Cookies

These cookies enable us to remember you have used our Services before, preferences you may have indicated and information you have provided to us to give you a customised experience. For example, this would include ensuring the continuity of your registration process.

sp

Performance and Analytical Cookies

This information is used to make sure our Services can cope with the volume of users, to help us correct errors in the Services and to measure use across our Services. These cookies help us understand if you have used our Services before so we can identify the number of unique users we receive. They also help us understand how long you spend using our Services and from where you have accessed the Services, so that we can improve the Services and learn about the most popular aspects of the Services.

Cookie	Classification	Description
_snow_ses.1cf4	Performance and Analytical Cookies	<p>This information is used to make sure our Services can cope with the volume of users, to help us correct errors in the Services and to measure use across our Services. These cookies help us understand if you have used our Services before so we can identify the number of unique users we receive. They also help us understand how long you spend using our Services and from where you have accessed the Services, so that we can improve the Services and learn about the most popular aspects of the Services.</p>
_snow_id.1cf4	Performance and Analytical Cookies	<p>This information is used to make sure our Services can cope with the volume of users, to help us correct errors in the Services and to measure use across our Services. These cookies help us understand if you have used our Services before so we can identify the number of unique users we receive. They also help us understand how long you spend using our Services and from where you have accessed the Services, so that we</p>

Cookie

Classification

Description

can improve the Services and learn about the most popular aspects of the Services.

snowplowOutQueue_s Performance and Analytical
nowday__wn_post2 Cookies

This information is used to make sure our Services can cope with the volume of users, to help us correct errors in the Services and to measure use across our Services. These cookies help us understand if you have used our Services before so we can identify the number of unique users we receive. They also help us understand how long you spend using our Services and from where you have accessed the Services, so that we can improve the Services and learn about the most popular aspects of the Services.

WeeblyDiceRollUser Performance and Analytical
Cookies

This information is used to make sure our Services can cope with the volume of users, to help us correct errors in the Services and to measure use across our Services. These cookies help us understand if you have used our Services before so we can identify the number of unique users we receive. They also help us understand how long you

Cookie	Classification	Description
		<p>spend using our Services and from where you have accessed the Services, so that we can improve the Services and learn about the most popular aspects of the Services.</p>

Reporting and Analytics

The length of time that a cookie remains on your computer or mobile device depends on whether it is a “persistent,” or “session” cookie. Session cookies last until you stop browsing and persistent cookies last until they expire or are deleted. Most of the cookies we use are persistent and will expire between 30 minutes and two years from the date they are downloaded to your device.

You can control and manage cookies in various ways. Please keep in mind that removing or blocking cookies can negatively impact your user experience and parts of our website may no longer be fully accessible.

Most browsers automatically accept cookies, but you can choose whether or not to accept cookies through your browser controls, often found in your browser’s “tools” or “Preferences” menu. For more information on how to modify your browser settings or how to block, manage or filter cookies can be found in your browser’s help file or through such sites as www.allaboutcookies.org.

Additionally, please note that blocking cookies may not completely prevent how we share information with third parties such as our advertising partners. To exercise your rights or opt-out of certain uses of your information by these parties, please follow the instructions in the “Behavioral Advertising” Section above.

DO NOT TRACK

Please note that because there is no consistent industry understanding how to respond to “Do Not Track” signals, we do not alter our data collection and usage practices when we detect such a signal from your browser.

CHANGES

We may update this Privacy Policy from time to time in order to reflect, for example, changes to our practices or for other operational, legal, or regulatory purposes.

CONTACT

For more information about our privacy practices, if you have questions, or if you would like to make a complaint, please contact us by email at contactaotginc@gmail.com with complaint in your subject line, or by mail using the details provided below:

464 Maryland Avenue West, #2, Saint Paul, MN 55117

Last updated: 9/4/2022

If you are not satisfied with our response to your complaint, you have the right to lodge your complaint with the relevant data protection authority. You can contact your local data protection authority, or our supervisory authority here: contactaotginc@gmail.com or visit the website at: [complaints \(myadminonthego.com\)](http://complaints.myadminonthego.com)

TERMS OF SERVICE

This website is operated by Admin On The Go, Inc. Through the site, the terms “we,” “us” and “our” refer to Admin On The Go, Inc. or “AOTG” or “Our company” or “The Company.” Our company offers this website, including all information, tools, resources, and services available from this site to you, the user, conditioned upon your acceptance of all terms conditions, policies and notices stated here.

By visiting our site and/or purchasing something from us, you engage in our “Service” and agree to be bound by the following terms and conditions (“Terms of Service,” “Terms”), including those additional terms and conditions and policies referenced herein and/or available by hyperlink. These Terms of Service apply to all users of the site, including without limitation users who are browsers, vendors, customers, merchants, and/or contributors or content.

Please read these Terms of Service carefully before accessing or using our website. By accessing or using any part of the site, you agree to be bound by these Terms of Service. If you do not agree to all the terms and conditions of this agreement, then you may not access the website or use any services. If these Terms of Service are considered an offer, acceptance is expressly limited to these Terms of Service.

Any new features or tools which are added to the current store shall also be subject to the Terms of Service. You can review the most current version of the Terms of Service by posting updates and/or changes to our website. It is your responsibility to check this page periodically for changes. Your continued use of or access to the website following the posting of any changes constitutes acceptance of those changes.

Our store is hosted by Weebly/Squar. They provide us with the online e-commerce platform that allows us to sell our products and services to you.

I – ONLINE STORE TERMS

By agreeing to these Terms of Service, you represent that you are at least the age of majority in your state or province of residence, or that you are the age of majority in your state or province of residence and you have given us your consent to allow any of your minor dependents to use this site.

You may not use our products for any illegal or unauthorized purpose nor may you, in the use of the Service, violate any laws in your jurisdiction (including but not limited to copyright laws). You must not transmit any worms or viruses or any code of a destructive nature. A breach or violation of any of the Terms will result in an immediate termination of your Services.

II -GENERAL CONDITIONS

We reserve the right to refuse service to anyone for any reason at any time. You understand that your content (not including credit card information), may be transferred unencrypted and involve (a) transmissions over various networks; and (b) changes to conform and adapt to technical requirements of connecting networks or devices. Credit card information is always encrypted during transfer over networks

You agree not to reproduce, duplicate, copy, sell, resell, or exploit any portion of the Service, use of the Service, or access to the service or any contact on the website through which the service is provided, without express written permission by us.

The headings used in this agreement are included for convenience only and will not limit or otherwise affect these Terms.

III – ACCURACY, COMPLETENESS AND TIMELESSNESS OF INFORMATION

We are not responsible if information made available on this site is not accurate, complete, or current. The material on this site is provided for general information only and should not be relied upon or used as the sole basis for making decisions without consulting primary, more accurate, more complete, or more timely sources of information. Any reliance on the material on this site is at your own risk.

This site may contain certain historical information. Historical information, necessarily, is not current and is provided for your reference only. We reserve the right to modify the contents of this site at any time, we have no obligation to update any information on our site. You agree that it is your responsibility to monitor changes to our site.

IV – MODIFICATIONS TO THE SERVICE AND PRICES

Prices for our services and products are subject to change without notice.

We reserve the right at any time to modify or discontinue the Service (or any part or content thereof) without notice at any time.

We shall not be liable to you or to any third – party for any modification, price change, suspension, or discontinuance of the Service.

V – PRODUCTS AND SERVICES

Certain products and services may be available exclusively online through the website. These products or services may have limited quantities and are subject to return or exchange only according to our Return Policy.

We have made every effort to display as accurately as possible the colors and images of our products that appear at the store. We cannot guarantee that your computer monitor's display of any color will be accurate.

We reserve the right, but are not obligated, to limit the sales of our products or Services to any person, geographic region, or jurisdiction. We may exercise this right on a case-by-case basis. We reserve the right to limit the quantities of any products or services that we offer. All descriptions of products or product pricing are subject to change at anytime without notice, at the sole discretion of us. We reserve the right to discontinue any product at any time. Any offer for any product or service made on this site is void where prohibited.

We do not warrant that the quality of any products, services, information, or other material purchased or obtained by you will meet your expectations, or that any errors in the Service will be corrected.

VI – ACCURACY OF BILLING AND ACCOUNT INFORMATION

We reserve the right to refuse any order you place with us. We may, in our sole discretion, limit or cancel quantities purchased per person, per household or per order. This restriction may include orders placed by or under the same customer account, the same credit card, and/or orders that use the same billing and /or shipping address. In the event that we make a change to or cancel an order, we may attempt to notify you by contacting the email and/or billing address/phone number provided at the time the order was made. We reserve the right to limit or prohibit orders that, in our sole judgement, appear to be placed by dealers, resellers or distributors.

You agree to provide current, complete, and accurate purchase and account information for all purchases made at our store. You agree to promptly update your account and other information including your email address and credit card numbers and expiration dates, so that we can complete your transactions and contact you as needed.

For more detail, please review our Returns Policy.

VII – OPTIONAL TOOLS

We may provide you with access to third – party tools over which we neither monitor nor have any control nor input.

You acknowledge and agree that we provide access to such tools “as is” and “as available” without any warranties, representations, or conditions of any kind and without any endorsement. We shall have no liability whatsoever arising from or relating to your use of optional third – party tools. Any use by you of operational tools offered through the site is entirely at your own risk and discretion and you should ensure that you are familiar with and approve of the terms on which tools are provided by the relevant third party provider(s).

We may also, in the future, offer new services and/or features through the website (including, the release of new tools and resources). Such new features and/or services shall also be subject to these Terms of Service.

VIII – THIRD PARTY LINKS

Certain content, products, and services available via our Service may include materials from third – parties. Third – party links on this site may direct you to third – party websites that are not affiliated with us. We are not responsible for examining or evaluating the content or accuracy and we do not warrant and will not have any liability or responsibility for any third – parties.

We are not liable for any harm or damages related to the purchase or use of goods, services, resources, content, or any other transactions made in connection with any third – party websites. Please review carefully the third -party’s policies and practices and make sure you understand them before you engage in any transaction. Complaints, claims, concerns, or questions regarding third – party products should be directed to the third – party.

IX – USER COMMENTS, FEEDBACK AND OTHER SUBMISSIONS

If, at our request, you send certain specific submissions (for example contest entries) or without a request from you send creative ideas, suggestions, proposals, plans, or other materials, whether online, by email, by postal mail, or otherwise (collectively, 'comments'), you agree that we may, at any time, without restriction, edit, copy, publish, distribute, translate and otherwise use in any medium any comments that you forward to us. We are and shall be under no obligation (1) to maintain any comments in confidence; (2) to pay compensation for any comments; or (3) to respond to any comments.

We may but have no obligation to, monitor, edit or remove content that we determined in our sole discretion are unlawful, offensive, threatening, libelous, defamatory, pornographic, obscene, or otherwise objectionable or violates any party's intellectual property or these Terms of Service. You agree that your comments will not violate any right of any third – party, including copyright, trademark, privacy, personality or another personal or proprietary right. You further agree that your comments will not contain libelous or otherwise unlawful, abusive, or obscene material, or contain any computer virus or other malware that could in any way affect the operation of the Service of a related website. You may not use a false e-mail address, pretend to be someone other than yourself, or otherwise mislead us or third – parties as to the origin of any comments. You are solely responsible for any comments you make and their accuracy. We take no responsibility and assume no liability for any comments posted by you or any third – party.

X – PERSONAL INFORMATION

Your submission of personal information through the store is governed by our Privacy Policy. To view our Privacy Policy.

XI – ERRORS, INACCURACIES AND OMISSIONS

Occasionally there may be information on our site or in the Service that contains typographical errors, inaccuracies or omissions that may relate to product descriptions, pricing, promotions, offers, product shipping charges, transit times and availability. We reserve the right to correct any errors, inaccuracies, or omissions, and to change or update information or cancel orders if any information in the Services or any related website is inaccurate at any time without prior notice (including after you have submitted your order).

We undertake no obligation to update, amend or clarify information in the Service or on any related websites, including without limitation, pricing information, except as required by law. No specified update or refresh date applied in the Service or on any related website, should be taken to indicate that all information in the Service or any related website has been modified or updated.

XII – PROHIBITED USES

In addition to other prohibitions as set forth in the Terms of Service, you are prohibited from using the site or its content: (a) for any unlawful purposes; (b) to solidify others to perform or participate in any unlawful acts; (c) to violate any international, federal, provincial, or state regulations, rules, laws, or local ordinance; (d) to infringe upon or violate our intellectual property rights or the intellectual property rights of others; (e) to harass, abuse, insult, harm, defame, slander, disparage, intimidate, or discriminate based on gender, sexual orientation, religion, ethnicity, race, age, national origin, or disability; (f) to submit false or misleading information; (g) to upload or transmit viruses or any other type of malicious code that will or may be used in any way that will affect the functionality or operation of the Service or of any related website, other websites, or

the Internet. We reserve the right to terminate your use of the Service of any related website for violating any of the prohibited uses.

XIII – DISCLAIMER OF WARRANTIES; LIMITATION OF LIABILITY

We do not guarantee, represent, or warrant that your use of your service will be uninterrupted, timely, secure or error – free.

We do not warrant that the results that may be obtained from the use of the service will be accurate or reliable.

You agree that from time to time we may remove the service for indefinite periods of time or cancel the service at any time, without notice to you.

Your expressly agree that your use of, or inability to use, the service is at your sole risk. The service and all products and services delivered to you through the service are (except as expressly stated by us) provided ‘as is’ and ‘as available’ for your use, without any representation, warranties, or conditions of any kind, either express or implied, including all implied warranties or conditions of merchantability, merchantable quality, fitness for a particular purpose, durability, title, and non-infringement.

In no case shall AOTG, our directors, officers, employees, affiliates, agents, contractors, interns, suppliers, service providers or licensors be liable for any injury, loss, claim, or any direct, indirect, incidental, punitive, special, or consequential damages of any kind, including, without limitation lost profits, lost revenue, lost savings, loss of data , replacement costs, or any similar damages, whether based in contract, tort (including negligence), strict liability or otherwise, arising from your use of any of the service or any products procured using the service, or for any other claim related in any way to your use of the service or any product, including, but not limited to, any errors or omissions in any content, or any loss or damage of any kind incurred as a result of the use of the service of any content (or product) posted, transmitted, or otherwise made available via the service, even if advised of their possibility. Because some states or jurisdictions do not allow exclusion or the limitation of liability of consequential or incidental damages, in such state or jurisdictions, our liability shall be limited to the maximum extent permitted by law.

XIV – INDEMNIFICATION

You agree to indemnify, defend and hold harmless AOTG and our parent subsidiaries, affiliates, partners, officer, directors, agents, contractors, licensors, service providers, subcontractors, suppliers, interns and employees, harmless from any claim or demand, including reasonable attorneys’ fees, made by any third – party due to or arising out of your breach of these Terms of Service or the documents that incorporate by reference, or your violation of any law or the rights of a third – party.

XV – SERVERABILITY

In the event that any provision of these Terms of Service is determined to be unlawful, void, or unenforceable, such provision shall nonetheless be enforceable to the fullest extent permitted by applicable law, and the unenforceable portion shall be deemed to be served from these Terms of Service, such determination shall not affect the validity and enforceability of any other remaining provisions.

XVI – TERMINATION

The obligations and liabilities of the parties incurred prior to the termination date shall survive the termination of this agreement for all purposes.

These Terms of Service at any time by notifying us that you no longer wish to use our Services, or when you cease using our site.

If in our sole judgment you fail, or we suspect that you have failed, to comply with any term or provision of these Terms of Service, we also may terminate this agreement at any time without notice and you will remain liable for all amounts due up to and including the date of termination; and/or accordingly may deny you access to our Services (or any part thereof).

XVII – ENTIRE AGREEMENT

The failure of us to exercise or enforce any right or provision of these Terms of Service shall not constitute a waiver of such right or provision.

These Terms of Service and any policies or operating rules posted by us on this site or in respect to The Service constitutes the entire agreement and understanding between you and us and govern your use of the Service, superseding any prior or contemporaneous agreements, communications and proposals, whether oral or written, between you and us (including, but not limited to, any prior versions of the Terms of Service).

Any ambiguities in the interpretation of these Terms of Service shall not be construed against the drafting party.

XVIII – GOVERNING LAW

These Terms of Service and any separate agreements whereby we provide you Services shall be governed by and construed in accordance with the laws of the United States.

XIX – CHANGES TO TERMS OF SERVICE

You can review the most current version of the Terms of Service at any time at this page. We reserve the right, at our sole discretion, to update, change or replace any part of these Terms of Service by posting updates and changes to our website. It is your responsibility to check our website periodically for changes to these Terms of Service constitutes acceptance of those changes.

XX – CONTACT INFORMATION

Questions about the Terms of Service should be sent to us at: contactaotginc@gmail.com