



Privacy Policy

•It is the policy of Ink Works to never share, view or save customers materials that are deemed private by the individual, your document will never be shared with any other customers or left in view of the public.

•In order to ensure minimal handling please make sure your sensitive materials are already in the order that you would like them to be reproduced/scanned.

•Time Sensitive Materials:

Ink Works and it's employees will never divulge any specials, sales, price changes or modifications to an existing file to anyone before these are made open to the public.

•Coupons/Gift Certificates:

Ink Works is an ethically driven company and no employee will ever take anything that we are producing. This includes but is not limited to coupons, gift certificates, punch cards, sale flyers, tickets, etc..

•Client Personal Information:

Ink Works and it's employees will never divulge any client's information to anyone without expressed permission from the client, this includes but is not limited to phone numbers, addresses, account balances, order history, client pricing, file viewing, or anything else that is strictly the business of the client and Ink Works production staff.

•When you place an order or make a purchase from Ink Works, we use your information in processing your order, sending you e-mails correspondence to confirm your order or in contacting you via telephone or e-mail (if questions should arise regarding your order or purchase). We may use an outside credit card processing company to bill users for products and services. These companies do not retain, share, store or use personally identifiable information for any secondary purposes. They are not allowed to use personally identifiable information except to provide the credit card processing service itself. We may use this information to contact you via e-mail, postal mail, or telephone to learn more about your printing preferences. You always have the right to choose to not receive any marketing information.

Ink Works
2217 Airway Ave Suite 3
Fort Collins CO, 80524
(970)797-2012