

## Privacy Disclaimer & Contact Policy

Effective Date: June 24, 2025

Last Updated: June 24, 2025

At LibShip Express LLC, we value your trust and are committed to safeguarding your privacy and ensuring professional, secure communication. This policy outlines how we handle business contact details and customer interactions through our website and services.

### 1. Business Contact Information

LibShip Express LLC shares contact information on our website to help clients reach us for service-related matters. This includes:

Phone: +1 (651) 500-8973 / +1 (612) 806-5896

Email: [info@libshipexpress.com](mailto:info@libshipexpress.com)

Address: [Insert business address or indicate "By Appointment Only"]

This information is provided strictly for legitimate business inquiries.

### 2. Proper Use of Contact Information

Our contact details are to be used only for:

- Inquiries about shipping services
- Booking and coordination of pickups/deliveries
- Customer service and support
- Official communication related to LibShip Express operations

Unauthorized use, including cold sales, spam, fraud, or harassment, is prohibited and may result in

appropriate legal action.

### 3. Your Privacy is Protected

Information you provide through forms, calls, or emails is confidential. We do not share or sell your contact details. Data is used solely to provide you with the services you request and to improve our customer service.

### 4. Contact Hours

We welcome your inquiries during our business hours:

- Monday - Saturday: 9:00 AM - 6:00 PM (CST)
- Sunday: Closed

Messages received outside of business hours will be responded to within 24-48 business hours.

### 5. Visit Policy & Location Security

For your safety and ours:

- In-person visits are by appointment only.
- Please contact us ahead of time to schedule any drop-offs or meetings.
- Do not arrive without confirmation, especially if our location is a shared or secure facility.

If you have any questions about this policy, feel free to contact us directly at [info@libshipexpress.com](mailto:info@libshipexpress.com).