**TERMS & CONDITIONS – Community Admin Office.**

1. The promoter is Bunbury Forum Shopping Centre whose registered office is at Lot 63, Sandridge Road Bunbury, WA 6230.
2. **Copying Services:**
	1. Each individual is limited to 20 copies per visit. Additional copies may be subject to extra charges or restrictions.
3. **Confidential Documents**:
	1. When submitting confidential documents for copying or processing we commit to not releasing your documents to the public.
	2. All copies will be destroyed after processing.
	3. Please note that while we take all reasonable precautions, we cannot guarantee 100% confidentiality. Use this service at your own discretion.
4. **Forms:**
	1. We cannot fill out any form on your behalf.
	2. We can provide assistance in understanding forms or locating relevant information.
	3. The responsibility for accuracy and completeness of forms remains with you.
5. **Document Liability**:
	1. We do not assume responsibility for any lost or damaged documents. Please ensure you retain original copies of all important documents.
6. **General Use**:
	1. Users must comply with all posted rules and staff instructions.
	2. Misuse of equipment or services may result in loss of privileges.
7. **Privacy**:
	1. We respect your privacy and will handle all personal information in accordance with applicable laws.
8. **Service Availability**:
	1. Services are provided on a first-come, first-served basis and subject to equipment availability.
9. **Amendments**:
	1. We reserve the right to modify these terms and conditions at any time.
	2. The promoter reserves the right to cancel or amend this service and these terms and conditions without notice in the event of a catastrophe, war, civil or military disturbance, act of God or any actual or anticipated breach of any applicable law or regulation or any other event outside of the promoter’s control. Any changes to the service will be notified to customers as soon as possible by the promoter.
10. There is no entry fee and no purchase necessary to use this service.
11. The promoter is not responsible for inaccurate details supplied by any customer to any third party connected with this service.
12. The promoter’s decision in respect of all matters to do with the service will be final and no correspondence will be entered into.
13. This promotion is in no way sponsored, endorsed or administered by, or associated with, Facebook, Instagram or any other Social Network.
14. By using our community office services, you agree to abide by these terms and conditions.