

Purchasing policy for the Town Clerk's Office:

Rev: 01/2017

1. **No** refunds or exchanges can be made for any item purchased in this office.
2. Any item purchased, once it leaves this office, is the sole property and responsibility of the customer.*
3. A \$20.00 fee will be charged for bounced personal checks.

*Please be advised that any amount of heat, pressure or any type of humidity can cause damage to documents kept in or out of any type of protective coverings.