



Customer Service Policy

Access Data Systems is committed to providing our clients with the highest level of customer service.

Specifically, we will:

- Work closely with you to devise solutions which meet your needs
- Be open, honest and courteous in all our dealings with you
- Use plain English in our communications with you
- Respond promptly to requests for assistance
- Perform our work to the highest professional standards
- Keep you informed about the progress of any work you have requested
- Take all practical measures to safeguard your confidential information
- Be proactive with ideas to help you improve business processes and outcomes
- Deliver outcomes on time and within budget

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