



Customer Service Policy

Version 3.1

VentralP Australia Pty Ltd

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www.ventraip.com.au

This document was last updated on 28 May 2021.

1. Definitions

- 1.1. "Customer" means the person or entity who ordered services provided by VentraIP Australia.
- 1.2. "Customer Service" means the relationship between VentraIP Australia staff and the Customer, with the purpose of assisting the Customer with a question they have asked.
- 1.3. "eTicket" refers to a secure electronic message sent by the Customer to VentraIP Australia via VIPControl for assistance or for any questions they may have with any Service(s).
- 1.4. "Service", "Service(s)" or "Services" means any product(s) or service(s) the Customer has signed up to use. This can include, but is not limited to, the provisioning of space on one of our servers and a connection to and from the internet for web, email hosting and/or FTP services to function at the level specified in the chosen service level, domain name registration or transfer or renewal, SSL, VPS and SMS services. These product(s) and service(s) are identified in full within the "sign up" and "service provision" emails VentraIP Australia has sent after the Customer requests the service. The specific details of the Services can be found by logging in to VIPControl or on our website.
- 1.5. "VentraIP Australia" means VentraIP Australia Pty Ltd.
- 1.6. "VIPControl" refers to VentraIP Australia's customer account, billing and management portal, available online at <https://vip.ventraip.com.au>

2. Acceptance

- 2.1. The Customer signified acceptance of this Customer Service Policy, as well as our Terms of Service, Privacy Policy, Acceptable Use Policy and any applicable Registrant Agreement, when they submitted their order to VentraIP Australia for Services, and that order was accepted.

3. Appropriate Channels for Receiving Customer Service

- 3.1. By submitting an eTicket through VIPControl to the appropriate department.
- 3.2. Sending an email to the appropriate department (if applicable) using the details made available on the VentraIP Australia website at <https://www.ventraip.com.au/contact-us/>
- 3.3. By phoning any of the numbers listed on the VentraIP Australia website at <https://www.ventraip.com.au/contact-us/>. Please note that our Customer Care department is not available via telephone.
- 3.4. By utilising the Live Chat facility to communicate with VentraIP Australia staff members online at <https://ventraip.com.au> and via VIPControl online at <https://vip.ventraip.com.au>.

4. Customer Conduct

- 4.1. The Customer agrees to conduct themselves in an appropriate and professional manner when seeking Customer Service from VentraIP Australia.
- 4.2. VentraIP Australia staff will not respond to requests for Customer Service if the Customer:
 - a. Has used offensive or obscene language;
 - b. HAS USED EXCESSIVE CAPITALISATION FOR THE PURPOSE OF SHOUTING;
 - c. Has made threats of violence, legal action or referral to an external party (eg. Department of Fair Trading);
 - d. Has posted the issue or question on a public medium, such as social media, forums or blogs, before it has been either raised with or answered by VentraIP Australia staff within an appropriate time frame (refer to section 5), or before the escalation process

(refer to Section 6) has been completed.

5. Appropriate Timeframes

- 5.1. eTickets and emails sent to VentralP Australia seeking Customer Service should be answered by VentralP Australia staff within two (2) business days. Each time a response is made by the Customer this timeframe will be reset.
- 5.2. eTickets and emails sent to VentralP Australia seeking an escalation to a Customer Service matter should be answered by the Customer Care team within three (3) business days. Each time a response is made by the Customer this timeframe will reset.

6. Escalation Process

- 6.1. Customers who are not satisfied with the Customer Service they have received from VentralP Australia should send an email to the Customer Care team at customercare@ventraip.com.au with the following information:
 - a. A detailed explanation of the question or issue, with references to any prior eTickets, emails or telephone calls;
 - b. A detailed explanation of the outcome that would resolve the issue;
 - c. Any other information or details that will help VentralP Australia to resolve the issue.
- 6.2. If the Customer is still not satisfied with the outcome, or it has not been answered within the appropriate time frame (refer to Section 5), the Customer should seek advice from external sources such as the Department of Fair Trading or Consumer Affairs in their state or territory.

7. Customer Service Goodwill Credit

- 7.1. VentralP Australia Customer Care team members may make the decision to apply a Customer Service Goodwill credit to the Customer's account.
- 7.2. This credit is not redeemable for cash and can only be used to purchase additional VentralP Australia services or as credit on system generated invoices for Service renewals.

8. Non-compliance

- 8.1. In accordance with the VentralP Australia Terms of Service, VentralP Australia may suspend or terminate the Service(s) of a Customer who has refused to follow this policy when seeking Customer Service or escalating an issue.
- 8.2. Any requests for Customer Service made outside of the guidelines set within this policy will not be covered by this policy.

9. Changes

- 9.1. VentralP Australia may amend our Customer Service Policy at any time. Changes to this agreement will become effective upon their publication to our website.
- 9.2. Continued use of the Service(s) constitutes acceptance of the amended terms. If you do not wish to accept the amended terms, you may request cancellation of your Services) in-line with our cancellation policy found within our Terms of Service.

If you have any questions about this agreement please contact our Customer Care team via email at customercare@ventraip.com.au

This document was last updated on 28th May 2021.

DOCUMENT CHANGE HISTORY

Date	Description of Change	Version
2021-05-28	<ul style="list-style-type: none">▸ Reviewed document to ensure it is up to date and relevant▸ Removed social media as a support channel	3.1
2016-04-20	<ul style="list-style-type: none">▸ Import of Customer Service Policy v1.1▸ Implementation of new formatting guidelines	3.0