

Sample Email Disclaimers

The following paragraphs represent sample disclaimers for appending to outgoing email messages, in order to minimise liability and to advise recipients of their legal obligations. Please note however, that any text(s) employed should be checked first for legal clarity through the appropriate party.

- The views expressed in this email message are the personal opinions of the author and do not represent those of the company. No liability can be held for any damages, howsoever caused, to any recipients of this message. If you are not the intended recipient, please destroy this message and inform the sender immediately by telephone, fax or email.
- If you received this message in error, please notify us immediately by sending an e-mail to <email-address> or by telephoning <contact/telephone>.
- This message is intended only for the use of the person(s) ("the intended recipient(s)") to whom it is addressed. It may contain information which is privileged and confidential within the meaning of applicable law. If you are not the intended recipient, please contact the sender as soon as possible. The views expressed in this communication may not necessarily be the views held by <company-name>.
- <company-name> make no representations about the suitability of the information contained in this document for any purpose. All such documents are provided "as-is" without warranty of any kind and are subject to change without notice. The entire risk arising out of their use remains with the recipient. In no event shall <company-name> be liable for any direct, consequential, incidental special, punitive or other damages, whatsoever (including without limitation, damages for loss of business profits, business interruption, or loss of business information), even if <company-name> has been advised of the possibility of such damages.
- This email is confidential and intended solely for the use of the individual to whom it is addressed. Any views or opinions presented are solely those of the author and do not necessarily represent those of <company-name>. If you are not the intended recipient, be advised that you have received this email in error and that any use, dissemination, forwarding, printing or copying of this email is strictly prohibited. If you have received this email in error please notify <contact-name> by telephone on <telephone>.
- This email is confidential and intended solely for the use of the individual to whom it is addressed. Any views or opinions presented are solely those of the author and do not necessarily represent those of <company-name> or any of its affiliates. All goods or services quoted within this email will be supplied under <company-name> standard Terms and Conditions of Sale.
- If you are not the intended recipient, be advised that you have received this email in error and that any use, dissemination, forwarding, printing, or copying of this email is strictly prohibited. If you have received this email in error please either notify <contact> by telephone on <telephone> or respond to this email with WRONG RECIPIENT in the subject line.
- The information contained in or accompanying this e-mail is intended only for the use of the stated recipient and may contain information that is confidential and/or privileged. If the reader is not the intended recipient or the agent thereof, you are hereby notified that any dissemination, distribution or copying of this e-mail is strictly prohibited and may constitute a breach of confidence and/or privilege. If you have received this e-mail in error, please notify us immediately. Any views or opinions presented are solely those of the author and do not necessarily represent those of <company-name>.

(continued...)

(Sample Disclaimers continued)

- There may be attachment(s) to this e-mail which may contain software viruses which could damage your own computer system. While <company-name> has taken every reasonable precaution to minimise this risk, it cannot accept liability for any damage which you may sustain as a result of software viruses. You should carry out your own virus checks before opening the attachment(s).
- If you are not the intended recipient of this e-mail and have received it in error, you are on notice that the e-mail and any attached files are confidential. Please notify us immediately by reply e-mail and then delete this message from your system. Please do not use, distribute, copy or take any action in reliance on it as to do so could be a breach of confidence. The sender does not accept any responsibility for any loss, disruption or damage to your data or computer system which may occur whilst using data contained in, or transmitted with, this e-mail. Thank you for your co-operation.

If you need assistance, please contact <company-name> on <telephone> or send an e-mail to: <email-address>.

In brief summary, you are trying to identify or document several pieces of information, including some or all of the following topics:

- (a) identify yourself
- (b) identify all recipient(s)
- (c) detail actions for incorrect receipt
- (d) detail terms and conditions of service or product
- (e) indicate provisions for both the sender's and the recipient's liabilities
- (f) indicate that the views therein are those of the author and not the company
- (g) define any contractual and legal obligations (e.g. official secrecy acts, confidentiality, etc.)