

# Trading Terms - October 2017

## CURRENCY

All Australian accounts must be paid in Australian dollars. All **New Zealand accounts are charged and are payable in New Zealand dollars**, and all New Zealand prices are quoted and charged exclusive of G.S.T.

## PRICES

Prices charged are those that are valid at the time of invoice. Prices may fluctuate at any time and quotations can only be considered an indication of price.

## DISCOUNT

Discounts vary depending on the Publisher and Product being purchased. A bookseller's discount can be provided to identifiable Book Resellers in the Australian and New Zealand market. On approval of this account application form we can advise you of the discount range applied for trade, specialist, text and short discount titles, please call our Customer Service Department for individual discounts. The discount class is specified in our data feeds and on our new release material.

## PAYMENT

Statements are emailed at the end of each month. Credit terms are **Strictly 30 Days Nett** unless by prior arrangement. Payment by Credit Card or Amex will attract a 2% surcharge which will be added to your payment.

## TITLE

All products supplied by **Footprint Books Pty Ltd** possess a reservation of title. Ownership of all goods supplied by **Footprint Books Pty Ltd** does not pass to the recipient until paid for in full. Until full payment is received it is the responsibility of the recipient to keep the goods insured and in mint condition. If the goods pass to a third party the title to the goods will still not pass to that third party until the initial invoice is paid. In accordance with Australian regulations, Footprint Books registers a security interest on the PPSR (Personal Property Security Register).

## DELIVERY

Free of charge (as long as above our small order threshold\*) to all bookshops throughout Australia and New Zealand. On a customer's request goods can be sent by express dispatch (or airmail to New Zealand) at a nominal additional charge. Titles, which are temporarily Out-of-Stock in Australia, can also be air freighted in at the customer's request for a nominal additional charge.

## SMALL ORDER SURCHARGE

A surcharge is added where orders total less than our small order threshold after discount, to offset the increased freight and handling costs\*. Where an order is placed and the total value of the order is below the threshold, and the titles cannot be supplied at the time of the order, the surcharge will be charged when the backorder can be supplied. Small orders are expensive to process and dispatch, we have bestseller lists we can give you to make additions to your orders and avoid this charge.

## RETURNS

All books are supplied on **full sale or return**, but items can only be returned after a period of 12 weeks and before 12 months from the invoice date. Books may only be returned with an authorised returns label available from Footprint Books Customer Service (details of quantity, author/title, price and relevant invoice number(s) should be faxed or emailed). Full credit will only be issued on books that **arrive** at our warehouse in mint condition, and that have been supplied by Footprint. Books which are returned to Footprint Books that were not originally supplied, are outside the time limits, unauthorised returns or books received damaged, will be returned to customers at their expense plus a \$10.00 handling charge. Old editions & Out-of-Print books will only be accepted for 3 months from invoice date. We reserve the right to cap returns at 20% of annual turnover; a cap may also be applied to event orders.

## CLAIMS

Claims for shortage of supply or misbound/damaged titles must be submitted within 14 days of the invoice date. Damaged titles should be returned by normal parcel post or our nominated carrier with a copy of the original invoice, whereupon a replacement copy will be supplied or the account credited (including return postage). All packages returned to Footprint Books must be sent by recorded delivery, no credit will be given for titles that are not received by us, and freight charges will not be credited if titles are not sent by our nominated carrier.

## INFORMATION FOR YOU

Order processing & book enquires are both greatly hastened with a lower chance of incorrect supply if you supply both the **AUTHOR, ISBN & PUBLISHER** as well as the title, and specify paperback or hardback. Quoting your account code and invoice numbers also enables us to help you better.

\*Note our current small order threshold and charges for delivery below this level are available in our latest New Release sales kits.

PRICES SUBJECT TO CHANGE WITHOUT NOTICE. FOOTPRINT BOOKS PTY LTD : ABN 58 090 595 798