

New Account Application Form

Trading Name:

[Please print clearly]

Postal/ Shipping Address:

..... Postcode:

Delivery Address.....:

.....

Phone (.....) Mobile

Fax (.....)..... Email

This business is a: Partnership/Sole Trader Company Trust
 Franchise Head Office A/C

Company Name..... **ABN**.....

When did you purchase / establish the business? /...../.....

Trade References:

1 Phone:

2 Phone:

Would you like our New Release Sheets mailed or emailed?

Proprietor(s)/director(s):

1 Name.....

Address.....

2 Name.....

Address.....

Accounts Payable Contact.....

Your Company's Main Activity (Tick Box)

<input type="checkbox"/> Retail Book Store	<input type="checkbox"/> Non Book Store Retail – What is your market?	
<input type="checkbox"/> Online Book Store	<input type="checkbox"/> Other Sales Activity – Please Describe	
<input type="checkbox"/> Library	<input type="checkbox"/> Business Organisation	<input type="checkbox"/> Academic Organisation
<input type="checkbox"/> Library Supplier	<input type="checkbox"/> Training Provider	<input type="checkbox"/> School Supplier

I/we agree to your terms of trade. Settlement terms are payment in full each month for goods purchased in the preceding month. I/we understand that credit privileges may be suspended if I/we do not abide by these conditions.

Declaration: The above information is true and complete. I have read and understood the "Conditions of Sale" as detailed on attached form and fully understand the "Title" clause that it contains.

Signature: Date:

TRADING TERMS – Novella Distribution

ORDERS: Supply of Orders

Goods ordered will be supplied subject to availability. Novella Distribution:

- (a) will not be liable for any loss or damage resulting from a failure to supply; and
- (b) reserves the right to reduce the size of an order where goods are out of stock, in short supply or otherwise not available.

Back Orders

Goods which are out of stock but which are expected to be available at a future date will be recorded for later supply unless the Customer otherwise instructs Novella Distribution in writing.

Delivery

Novella Distribution encourages bookstores to combine orders to reach minimum orders. For all orders over \$95, no freight or small order charges will be applied. For any orders under \$95 a maximum of \$9.90 inc GST postage charge will be applied. On a customer's request goods can be sent by an alternative method, express dispatch (or airmail to New Zealand) at a nominal additional charge.

Damages

All damages in supplied stock need to be reported within 14 days of delivery and a credit adjustment will be made. No liability is accepted by Novella Distribution for stock claimed after 14 days.

INVOICES

Currency All Australian accounts must be paid in Australian dollars.

Discount Titles will be invoiced at the agreed percentage discount between Novella Distribution and the retailer. Our standard Booksellers Discount for new accounts is 40%. Discounts may vary depending on the Product being purchased and discounts are subject to change.

Payment is to be made on invoice. Credit terms are **Strictly 30 Days Nett**.

TITLE All products supplied by **Novella Distribution** possess a reservation of title. Ownership of all goods supplied by **Novella Distribution** 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.

RETURNS All orders are SOR. Stock must be held for 3 months (except event stock) and returned before 12 months from release date.

Please contact **Novella Distribution** before any goods are returned. Full credit will only be issued on books that **arrive** at our warehouse in mint condition. Books which are returned to Novella Distribution that were not originally supplied, are outside the time limits, or books received damaged, will not receive a refund.

Address for return: Unit 3, 5 Currumbin Court CAPALABA QLD 4157

Books must be returned within 30 days of authorisation. Authorisation requests must be sent to sales@novelladistribution.com.au.

INFORMATION FOR YOU Order processing & book enquires are both greatly hastened with a lower chance of incorrect supply if you supply both the **TITLE & ISBN**.

These terms and conditions are subject to updates by Novella Distribution, who will advise you of any changes.