

New Account Application Form

Please type, or print clearly

ACCOUNT DETAILS			
Trading Name (Account name)			
Company name (if different)			
ABN		Email	
Web address			
Postal address			
Delivery address			
Phone		Fax	
Business structure		<input type="checkbox"/> Partnership/Sole Trader	<input type="checkbox"/> Company
		<input type="checkbox"/> Franchise	
<input type="checkbox"/> Head office A/C		<input type="checkbox"/> Trust (full name of trustee _____)	
When did you purchase/establish the business?			
TRADE REFERENCES			
Referee	Your account No.	Their phone no.	
1.			
2.			
3.			
PROPRIETOR(S) / DIRECTOR(S)			
Name	Home Address		Mobile
1.			
2.			
ACCOUNTS PAYABLE CONTACT			
Name	Email	Direct Phone	Mobile
MAIN BUSINESS ACTIVITY			
<input type="checkbox"/> Retail bookstore	<input type="checkbox"/> Other retail (please describe)		
<input type="checkbox"/> Online bookstore	<input type="checkbox"/> Library Supplier	<input type="checkbox"/> School supplier	<input type="checkbox"/> Public library
<input type="checkbox"/> Other (please describe)			
I/we agree to your terms of trade. Settlement terms are 30 days NETT payable on invoice, unless otherwise specified by Novella Distribution. 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 "Trading Terms" and understand the "Title" clause that it contains.			
Signature:		Date:	
Name:		Position:	

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 customers to combine orders to reach minimum orders. When the total value of orders ready to ship reaches \$165 inc GST, they will be shipped freight free. If you request us to ship your order/s when the available value is below \$165, a small order surcharge of \$12.95 will apply.

Damages

All damages in supplied stock need to be reported within 10 days of delivery and a credit adjustment will be made. Novella Distribution accepts no liability for stock claimed after 10 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 from invoice date (except event stock) and returned before 6 months from invoice date. There will be no refunds for sale or return credits. Credits can only be applied to future purchases.

Return authorisation requests must be sent to accounts@novelladistribution.com.au. Books must be returned within 30 days of authorisation. Credits will only be raised for books that **arrive** at our warehouse in saleable condition (damage incurred in transit is the responsibility of the customer). Return shipping is to be paid by the customer.

Books which are returned to Novella Distribution without authorisation or outside the time limits or that are received damaged, will not be eligible for a credit. They will be automatically returned to the customer at their cost.

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

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

These terms and conditions are effective 1st October 2019 and are subject to change.