

CREDIT APPLICATION

BUSINESS DETAILS

Trading Name: _____

ACN/ABN: _____ Business Commencement Date: _____

Type of Business (e.g. Bookseller, Library Supplier, Educational Supplier) _____

Billing Address: _____

Delivery Address (if different from the above): _____

Email Address: _____

Phone Number: () _____ Fax Number: () _____

BANK DETAILS

Bank Name: _____

Address: _____

TRADE REFERENCES

1. Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

2. Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

3. Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

DETAILS OF PROPRIETOR OR TWO PARTNERS/ DIRECTORS

1. Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

1. Name: _____

Address: _____

Phone Number: _____ Fax Number: _____



TERMS & CONDITIONS OF SALE (NZ CUSTOMERS ONLY)

1. Terms of Trade

- a) All invoices are due and payable in full within 30 days of invoice date (i.e. payment must be received by *Inbooks* before the end of the month following the month of invoice).
 - b) All goods supplied by *Inbooks* will remain the property of *Inbooks* until paid for.
 - c) NZ customers may choose to be invoiced in either NZ or Australian dollars.
 - d) Orders from customers who do not have a credit account will normally only be accepted against prepayment in full.
- e) All backlist titles (books with a publication date older than 12 months) are firm sale.
 - f) Customers may not submit returns for any book that has been held in store for less than 3 months or more than 12 months.
 - g) Returns will be monitored and *Inbooks* reserves the right to refuse returns that exceed 15% of the moving annual sales total.
 - h) **Higher Education titles (tertiary booksellers):** Returns will be accepted up to 18 months from the date of invoice up to a maximum of 15% of annual sales for the previous 18 months. Returns on backlist titles adopted as course texts will only be accepted up to 25% of the total number of copies ordered.
 - i) Approval for the return of superseded editions will only be granted up to 90 days after the publication of the new edition.
 - j) Freight costs for returns from NZ customers to *Inbooks'* freight forwarder, Book Systems International in Auckland, are to be borne by the bookseller.
 - k) Returned goods are to be sent to:
Book Systems International
1/197 Montgomery Road
Airport Oaks
Manukau
 - l) In order to receive a credit note for returned books, customers must enclose one copy of the Returns Authorisation documentation with the returned goods, and must also send one copy through to *Inbooks* Customer Service Department via fax or post.

2. Returns and Damage Claims

- a) The Customer must notify *Inbooks*, in writing, of any damaged goods within 14 days of invoice date.
- b) All requests to return must:
 - Be made in writing
 - Be approved by *Inbooks*, who will provide a Returns Authorisation number
 - Be accompanied by the original invoice number
- c) All returned goods must:
 - Include a copy of the Returns Authorisation documentation
 - Arrive in mint, re-saleable condition
- d) A Returns Authorisation is valid for 90 days after it is raised, goods must be returned to the freight forwarder in this time otherwise the authorisation is void and the goods will not be accepted.

3. Freight and Handling

- a) A freight and handling charge equivalent to NZ\$10.00 will be incurred on all orders to cover freight charges to NZ.
- b) Any special orders requiring express delivery, etc. will incur additional freight charges.

4. Privacy Act 1988 (Amendments 2000)

- a) The Applicant is informed that personal information relating to the Applicant will not be disclosed by *Inbooks* unless written permission is received.
- b) The Applicant agrees to the following:
 - *Inbooks* may obtain information from another business about the commercial credit worthiness of your business, and using that information for the purposes of assessing this application.
 - *Inbooks* may obtain a credit report from a Credit Reporting Agency for the purpose of assessing this application and which may contain personal information about your business.
 - *Inbooks* may receive from any other credit provider any credit report, credit record or information that has any bearing on the credit worthiness, credit standing, credit history or credit capacity of your business for any of the following purposes:
 - to assess an application by you for credit
 - to assess your credit worthiness at any time.



TERMS & CONDITIONS OF SALE (NZ CUSTOMERS ONLY)

DECLARATION

The Applicant hereby agrees to the above and to be bound by all the Company's terms and conditions and it is expressly agreed and acknowledged that such terms and conditions have been read and fully understood.

Signature _____ **Name** _____

Date _____ **Position Held** _____

OFFICE USE ONLY

Approved/Rejected _____ **Date & Signature** ____/____/____ **Discount class** _____

Account Number _____ **Credit Limit** _____ **Inbooks Rep** _____

Customer Advised ____/____/____ **Discount class** _____

