

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: _____



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) Orders from customers who do not have a trading account will normally only be accepted against prepayment in full.
- d) *Inbooks* reserves the right to pass on charges incurred by Dunn & Bradstreet for customers with recurrent overdue unpaid invoices.

2. Returns and Damaged 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:
 - o Be made in writing
 - o Be approved by *Inbooks*, who will provide a Returns Authorisation number
 - o Be accompanied by the original invoice number
- c) All returned goods must:
 - o Include a copy of the Returns Authorisation documentation
 - o Arrive in mint, re-saleable condition
- d) A Returns Authorisation is valid for 90 days after it is raised, goods must be returned in this time otherwise

the authorisation is void and the goods will not be accepted.

- e) Backlist titles are firm sale. Backlist titles are defined as books with a publication date older than 12 months at the date of invoice.
- 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. Textbook adoptions are an exception and are covered in Clause h).
- h) **Textbook adoptions (tertiary booksellers & educational suppliers):** Textbook adoptions are defined as orders from tertiary booksellers or educational suppliers for 10 or more copies of any one title. Returns on all textbook orders are capped at 25% per title. This includes dropped adoptions. In accordance with Clause g), *Inbooks* reserves the right to refuse textbook returns when the customer's total returns threshold has exceeded 15%.
- i) Approval for the return of superseded editions will only be granted up to 90 days after the publication of the new edition.

3. Freight and Handling

- a) *Inbooks* reserves the right to hold orders under a minimum net value of \$150 for a period of no longer than three working days or until this value is reached through consolidation with other orders. A small order

freight and handling charge of \$11.00 will be incurred for any order under \$150 net. Orders over the value of \$150 net will not incur any freight charges.

- 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:
 - o *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.
 - o *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.
 - o *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:
 - i. to assess an application by you for credit
 - ii. to assess your credit worthiness at any time.

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 ____/____/____ Discount class _____
 Account Number _____ Credit Limit _____ BG _____
 Inbooks Rep _____ Customer Advised ____/____/____ TOB _____





CUSTOMER CONTACTS RECORD

Inbooks a/c number:	
Bookshop:	
Phone Number:	
Email Address:	
Bookshop Manager:	

ORDERS - Contact for purchase order enquiries and status updates

Name: _____

Phone: _____ **Fax:** _____

Email Address: _____

RETURNS - Contact to receive Returns Authorisations, adjustments or credit notes

Name: _____

Phone: _____ **Fax:** _____

Email Address: _____

ACCOUNTS

Name: _____

Phone: _____ **Fax:** _____

Email Address: _____

WAREHOUSE - Contact for warehouse and delivery issues

Delivery Contact: _____

Delivery Hours: _____

Phone: _____ **Fax:** _____

Email Address: _____

PLEASE RETURN TO INBOOKS WITH YOUR ACCOUNT APPLICATION FORM

Fax: +61 2 8988 5090 Scan & Email: orders@inbooks.co.au Post: Locked Bag 535 Frenchs Forest NSW 2086