



**CENTRAL  
BOOK  
SERVICES**

**Central Book Services Pty Ltd**

ABN 28 124 498 586 ACN 124 498 586

648 Whitehorse Road Mitcham Victoria 3132 Australia

T +61 3 9210 7860 F +61 3 9210 7890

www.centralbookservices.com.au service@centralbookservices.com.au

## **Central Book Services Terms and Conditions of Trade**

### **Payment:**

These are the terms and conditions upon which Central Book Services Pty. Ltd. may supply goods and services to an accepted credit account member.

1. All goods and services supplied by Central Book Services to the Customer must be paid in full on or before 30 days from the date of the invoice.
2. If any invoice is not paid to Central Book Services by the customer on or before the due date then an account administration fee may become payable. The account administration fee will be at the current overdraft rate calculated on the amount remaining unpaid computed from the due date.
3. Central Book Services reserves the right at all times to suspend or discontinue the supply of goods and services to the Customer without being obliged to give any reason for its action.
4. In the case of a monthly credit account opened in the names of two or more persons these persons are jointly and severally liable to pay that account.
5. Transfer of ownership:  
Goods which we agree to sell shall remain the sole and absolute property of Central Book Services as the legal and equitable owner until such time as the customer has paid in full for those goods but such goods shall nevertheless be at the risk of the customer as soon as they are delivered to or to the order of the customer.  
Such goods shall be held by the customer as bailee for us until full payment has been made. The customer's right to possession of the goods shall cease if he, not being a company, commits an available act of bankruptcy or if he is a Company a Receiver or Manager becomes entitled to take possession of any assets of the Company or any proceedings are instituted for the winding up of the Company. Upon the happening of any such event Central Book Services or its authorised representatives may repossess the goods and for this purpose are at liberty to enter upon any business where we reasonably believe they might be.  
Central Book Services will not supply goods on an "approval" basis.

Pre-payment in full is required by non account holding customers. Orders will not be processed until payment has been received.

### **Pricing:**

Prices are quoted at the current Australian RRP inclusive of GST. Prices are subject to change without notice.

### **Minimum Order:**

Orders below \$250 retail value will incur a Small Order Surcharge of \$13.20 inc GST.

### **Order Cancellations:**

All order cancellations must be made in writing and within 48 hours of placing order.

### **Returns:**

1. A returns cap of 10% is applicable to all Sale or Return (SOR) orders over a 12 month period.
2. All requests to return SOR titles must be made no less than 3 months and no more than 9 months from invoice date. The costs of returning goods sold on a SOR basis, including freight charges, is to be borne by the customer.
3. No Fault Return requests for goods received damaged must be made within 14 days of invoice date. No Fault Return requests for misbound or faulty goods can be made at any time. A description of the fault must be provided with the return request. Books sold on a Firm Sale basis are ineligible for return unless misbound or damaged on arrival.



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4. Returns Authorisations are valid for 30 days from date of issue. Goods received at Central Book Services after this date will be returned freight forward. A copy of the written Return Authorisation must accompany all goods returned to Central Book Services.
5. Goods sold on a Sale or Return basis must be returned in mint resaleable condition, undamaged and with all non-publisher stickers and residue removed. Goods that are not received at Central Book Services in mint condition will be returned freight forward.
6. Only goods authorised for return will be accepted. Unauthorised returns will not be accepted and will be returned freight forward.
7. All returns are subject to approval by Central Book Services.

#### **PRIVACY ACT**

1. The Customer and/or Guarantor(s) are informed that personal information (including an opinion) relating to the Customer and Guarantor might be disclosed by Central Book Services Pty. Ltd. to a credit reporting agency.
2. The Customer and/or Guarantor agree:
  - (a) to Central Book Services Pty. Ltd. obtaining from a business which provides information about the commercial and/or consumer credit worthiness of persons concerning my commercial and/or consumer activities or commercial and/or consumer credit worthiness and using that information for the purpose of assessing this application.
  - (b) To any credit reporting agency giving to Central Book Services Pty. Ltd. a credit provider any credit report or record or information that has any bearing on the credit worthiness, credit standing, credit history or credit capacity of the Customer and Guarantor for any of the following purposes:
    - (i) to assess an application by the Customer or Guarantor for credit.
    - (ii) To notify other credit providers of a default by the Customer or Guarantor.
    - (iii) To exchange information with other credit providers as to the status of the account where I am in default with another credit provider.
    - (iv) To assess the credit worthiness of the Customer and Guarantor at any time.