



Terms of Trade with:
MarketLink Promotions
ABN: 14 352 238 400
 8/24 Yalgar Road, Kirrawee 2232
Phone: 02 9542 2737
Fax: 02 9542 3434
Email: info@marketlink.com.au

OFFICE USE ONLY
DATE: _____
CHECKED: _____
APPROVED: _____
A/C NUMBER: _____

TERMS OF TRADE ACCEPTANCE FORM

Between

MarketLink Promotions ABN 14 352 238 400 (the Supplier)

And

_____ (the Client)

The following Terms of Trade are agreed between the Supplier and the Client.

Payment

- All invoices must be paid within 14 days of receipt of invoice.
- Payment can be made by cash, cheque or EFT directly into the Supplier's bank account.
- The Supplier has the right to charge interest daily at the rate of 2.5% per month on all overdue amounts.
- The Supplier may revoke the credit facility at any time.

Deposits

- Deposits may be required on indent and/or customised orders. If a deposit is required, this must be paid in full before the order is processed.

Freight & short delivery

- Freight will be charged for the delivery of all orders. Freight charges will be at competitive market rates.
- Any items missing from a delivery must be reported in writing to the Supplier within 48 hours of receipt of delivery. If items cannot be found, replacement items may be issued or a credit may be raised at the discretion of the Supplier.

Returns

- Items that are claimed to be faulty must be returned to the Supplier for inspection. If items are found to be faulty they will be replaced or credited at the discretion of the Supplier.
- Customised goods cannot be returned for any reason other than manufacturer's fault.

Set up fees

- Set up fees will be charged for all customising services.

Quoting

- Artwork must be supplied at the time that a quote is requested. Quotes that are supplied without final artwork may be subject to change.

Minimum order

- A handling charge of \$20 will be placed on all orders under \$100.

Indent orders

- Delivery dates on all indent orders are approximate. The Supplier cannot be held responsible for delays in shipping that are beyond their control.

Customising

- For all customised items, please allow for a reject rate of no more than 1%.

DATE: _____ **OWNER / DIRECTOR SIGNATURE** _____

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