



Postpack Ltd
Units 1, 2 & 4,
Hollis Road,
Grantham,
Lincs.
NG31 7QH
Tel: 0845 071 0754
Fax: 0845 071 0759

BANK REFERENCE

BANK NAME:	SORT CODE:
ADDRESS:	POST CODE:
ACCOUNT NO.:	PHONE/FAX:

FINANCIAL RESPONSIBILITY

Date : _____

Entity Name: _____

Signature : _____

Name of Signee: _____

Title: _____

Applicant's signature attests: Entity's financial responsibility, ability and willingness to pay Postpack invoices in accordance with the standard terms and conditions;

This statement is considered as reiterated and applicable to each purchase until revoked in writing, and it is understood that in the event of late payment, you agree to pay all actual collection costs, legal fees and court costs incurred by Postpack, in the collection of the late payments, regardless if judicial action is undertaken.

By signing this application, you certify that the information provided is true and correct and that you are of legal age to enter into this transaction. You also agree to be bound by the terms and conditions stated in this application. You authorise Postpack to verify any information included in this application or in other documents required to obtain the credit requested. You authorise any party named in this application to provide any and all information to Postpack, and you authorise Postpack to provide information about applicant to credit reporting agencies for the purpose of retrieving its credit reports. Postpack disclaims all responsibility for, and you acknowledge that Postpack will not be liable for, any disclosure of that information by such third party.

Notwithstanding anything in this Agreement, nothing obligates Postpack to continue to extend credit to any party, and extension or continuation of credit is in Postpack's sole discretion.

Please note that by signing this document you agree to be bound by our payment terms which are strictly 30 days.

Goods remain the property of Postpack Ltd until paid for in full.

When completed return via email to sales@postpack.co.uk or fax to 0845 071 0759 or post form to above address.

Please allow 24 hours for application to be processed.



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Terms & conditions

Orders

When confirmation of order is received, this is to indicate that we have received your order. It does not indicate that a contract exists between us. We will indicate acceptance of your order, and hence a contract between us, when we send you an invoice. We have included this term to protect us in the case that a mistake has been made in pricing, we have inadvertently under-priced goods, or we are no longer able to supply a particular product for some reason.

Title

- (a) The property in the goods shall not pass to the Buyer until the Buyer has paid the full purchase price.
- (b) The risk of loss or damage to the goods shall pass to the buyer when the goods are released by the company from their depot.

Quotations

All quotations are subject to withdrawal or amendment at any time prior to confirmation by the Seller or an order for goods referred to therein and are also subject to materials being available at the time of acceptance of order. Clerical errors are subject to correction. Standard quotations are valid for 30 days.

Prices

- (a) Where the quantity ordered is less than that quoted for or delivery is ordered in instalments less than those specified in the quotation, the prices are subject to adjustments as appropriate.
- (b) In the event of any change in the cost of raw materials required to fulfil the order, prices quoted may be subject to an appropriate variation. We will always contact you first to ensure that the price is acceptable.

Payment

- (a) Unless otherwise agreed, payment is to be made with order. No goods will be despatched until payment has been received in full.

Credit Accounts

- (a) Subject to satisfactory references, credit accounts should be settled at the end of the calendar month following the month during which the goods are despatched.
- (b) Delay in payment – In the event of the Buyer failing to comply with the Company's above mentioned terms of payment the Company reserves the right to cancel any other agreements with the Buyer subsisting at the time relating to goods to be sold or supplied or relating to work to be done.
- (c) Interest will be charged on all overdue outstanding accounts at the rate of 6% per month.

Artwork, Print Stereos

- (a) Unless otherwise specified, printing stereos will be supplied at cost.
- (b) We will accept no responsibility for errors in proofs, which have been passed by you.
- (c) Quotations for printing are made subject to the suitability of copy matter and are made on the basis of the use of our standard range of ink colours, any deviation from which may, at our discretion incur an extra charge.

Delivery

- (a) Every effort will be made by the seller to deliver the goods within the agreed delivery period, but no guarantee of delivery date is implied and the Seller shall not be liable for loss or damage occasioned by any delay in delivery.
- (b) Where the Buyer fails to accept deliveries in accordance with the terms and conditions of the order, the balance of undelivered goods shall be invoiced to the Buyer, the goods being held at the Buyer's risk and any storage and additional carriage costs being charged to the Buyer's account.



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Terms & Conditions (Cont)

Back Orders

If your item is not in stock, we will place it on back order for you. You will always be contacted with the option to cancel your order if you would rather not wait. We reserve the right to substitute out of stock items with those of a suitable equivalent of equal or higher value.

Tax Charges

All prices are subject to VAT at the standard rate of 20%.

Guarantee & Returns policy

Goods are supplied in good faith. If however you order the wrong item, are not completely satisfied with the items you receive or simply want to return your goods, you must arrange for them to be returned to us, and providing they are received by us in good condition (ie they have been handled with reasonable care), we will refund the cost of the goods in full less the carriage costs incurred by us. If any goods are faulty or damaged when you receive them, we will arrange for them to be replaced or refunded but you must notify us within 14 days of receiving delivery otherwise no claim will be entertained. Delivery charges for damaged or faulty goods or errors made by us will be fully refunded and/or not charged.

To return goods to us you must first contact us to obtain a Goods Returns Form. Telephone customer services on 0845 071 0754 or email us at sales@postpack.co.uk. The Completed Goods Returns Form must accompany any returned goods. Goods returned to us without a completed Goods Returns Form are sent at your own risk & we accept no responsibility for any goods returned to us without a completed Goods Return Form. Your statutory rights remain unaffected.

Your rights to return goods are protected under the EU Distance Selling Directive which can be found at <http://www.hmsso.gov.uk/si/si2000/20002334.htm>

Claims

- (a) Where delivery is made by us to a carrier for transmission to you or your nominee, we will claim against the carrier on your behalf in respect of non-delivery or short delivery by the carrier or damage in transit, provided you notify both us and the carrier in writing of any such claim within such time as will enable us to comply with the time limits currently laid down by the carrier for notifying him of the claim in question.
- (b) We shall not be liable in respect of consequential loss or damage, nor in respect of conditions or warranties, whether express or implied by statute or common law, which have not been confirmed by us in writing.
- (c) We shall not be liable in respect of any kind of claim or complaint against us unless you notify us in writing within fourteen days of delivery to you of the goods (or, in the case of non-delivery, within fourteen days of the agreed delivery date) and we shall have the option of replacing or crediting the value of the goods in respect of which any kind of claim is made, thereby fully discharging all legal liability in respect thereof.
- (d) You will be liable to indemnify us against all expense, loss or damage suffered by us as a result of claims for infringement of patents, trademarks, registered design or copyright arising out of work done to your direct instructions.

Force Majeure

Every effort will be made to carry out any contract based on the quotation but the due performance of it is subject to variation or cancellation owing to Act of God, War, Strike, Lock-out, Fire, Flood, Drought, Riot, Civil Commotion, restriction by Government or other competent Authority or any other cause beyond the Seller's control, or owing to the Seller's inability to procure materials or articles except at enhanced prices due to any of the fore-going causes.

Reaching Us

If you need to reach us, please contact us on 0845 071 0754 or fax us on 0845 071 0759 or email us at sales@postpack.co.uk or write to us at Units 1,2 & 4 Hollis Road, Grantham, Lincolnshire NG31 7QH.