

Co Info Pty Ltd (trading as CoInfo Book Services)  
Terms and Conditions of Trade

**Payment:**

These are the terms and conditions upon which Co Info Pty Ltd (trading as CoInfo Book Services) may supply goods and services to an accepted credit account member.

1. All goods and services supplied by CoInfo 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 CoInfo 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. CoInfo 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 CoInfo 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 CoInfo 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.

CoInfo 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 are dependent on approval from our supplier.

**Returns:**

1. All goods are sold on a Firm Sale basis.
2. No Fault Return requests for goods received damaged must be made within 30 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.
3. Returns Authorisations are valid for 30 days from date of issue. Goods received at ColInfo Book Services after this date will be returned freight forward. A copy of the written Return Authorisation must accompany all goods returned to ColInfo Book Services.
4. Only goods authorised for return will be accepted. Unauthorised returns will not be accepted and will be returned freight forward.
5. All returns are subject to approval by ColInfo 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 Co Info Pty Ltd (trading as ColInfo Book Services) to a credit reporting agency.
2. The Customer and/or Guarantor agree:
  - a) To Co Info Pty Ltd (trading as ColInfo Book Services) 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 Co Info Pty Ltd (trading as ColInfo Book Services) 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.

**ColInfo Book Services** Sales Support Team contact details:

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