

## **APPLICATION FORM FOR COMMERCIAL ACCOUNT WITH BOOK BONDING (ABN 70 850 335 968)**

### **LOCATIONS**

ESSENDON 168 Buckley St Essendon 3040 PH. 03 9331 0522 FAX 03 9331 0533 info@bookbonding.com.au (opened Aug 2007)

GISBORNE Shop 3/29 Hamilton St Gisborne 3437 PH 5420 7758 gisborne@bookbonding.com.au (opened Feb 2013)

### **HOURS**

Mon-Fri 10am–5.30pm & Saturday 9.30am - 4pm Closed Sun & Public Holidays (Sundays in December 10am-2pm)

### **MOTTO**

Read, Learn, Indulge. Our aim is to foster a place to not only bond with books but also with other fellow community members through a love of reading, learning and literacy. We want choosing books to be exciting, easy and rewarding!

### **SCHOOL CONTACT**

Natasha Boyd went to Penleigh and Essendon Grammar School and was a secondary school teacher, Humanities faculty coordinator and Year Level Coordinator for 11 years within the Catholic Education system, finishing in Term 2, 2007. As an ex-teacher, Natasha is aware of curriculum demands, time and budget constraints, literacy benchmarks and assessment. We look forward to establishing a relationship with your school / organisation. Your feedback is welcome

**DISCOUNT STRUCTURE;** (Each year this is adjusted according to prior year of purchases)

Opening discount 10% off rrp

\$5000 or more spent in calendar year 12.5% off rrp

\$10,000 or more spent in calendar year 15% off rrp \* negotiable

No discount for books ordered from USA or small publishers due to freight delivery charge.

### **ORDERING**

Queries and / or orders may be made via phone, fax or e-mail using a purchase order number. We endeavour to respond within 48 hours of receipt about price and availability or any other issue.

Prices are correct at time of quotation, however, in rare cases, may change if the publisher increases their prices during time of ordering and delivery.

### **PAYMENTS**

As a small independent business conscious of cash flow, our payment terms are strictly SEVEN days from END OF MONTH that books are invoiced in. Future orders will be held until invoices are paid if exceeding 7 days. Books remain property of Book Bonding until full payment made. Please note our invoices have subtotals at end of each page, so refer only to final page for invoice total.

Only faulty or misbound goods can be returned (within 7 days of delivery). All other goods are firm sale.

Please note that all books delivered must be paid for, even if this includes backorders (listed as Balance of Order on invoices). Schools cannot wait to pay when all backorders delivered as reprints or release dates are weeks/ months in advance, or waiting for delivery from USA supplier. If an issue we can cancel backorders & reorder when available.

### **DELIVERY**

We deliver once a week. We offer FREE delivery, however customers outside Moonee Valley and Macedon Ranges regions will incur a \$5 handling / delivery fee for each purchase order that is under \$150.

Any backorders will be delivered once books arrive, but no extra fee will be charged

Teachers receive no personal discount but can sign up to our loyalty programme which rewards teachers after they spend \$200 to receive \$20 back to spend in store with no time limits, this is effectively 10% discount off books if they loyally shop with us. We can also deliver these books to the school for ease when making normal school delivery, with no extra delivery charge. Payment can be made with cash or card.

### **SERVICES WE OFFER**

Library and Literature / Bookclub Circles consultation, creation of theme lists, suggestions of text study

Book tub drops arranged for monthly/term basis for 1 week inspection (keep what you want, return what you don't)

Monthly store newsletter sent to contact email as well as educational related monthly email (multiple contacts possible)

Presentations to staff or student groups on set topics - minimum of \$500rrp must be purchased on books within 14 days

We recommend opening an account with Titlepage, it's free and allows you access to all publishing titles, dates and availability from the main suppliers. Go to <http://www.titlepage.com>

Authors visit opportunity when available from publisher– school must purchase 6 titles and offer sales to kids.

Grandparent Donate a Book to the library fundraisers. We cannot do general books fairs (ie. That exceed longer than half a day)

**APPLICATION FORM FOR COMMERCIAL ACCOUNT WITH BOOK BONDING (FAX BACK TO 03 9374 4468)**

**Name of organisation / School:** \_\_\_\_\_

**Delivery Address:** \_\_\_\_\_

**Suburb:** \_\_\_\_\_ **Postcode:** \_\_\_\_\_

**Business Manager / Accounts (name & email):** \_\_\_\_\_

**Library / Literacy Contact & email:** \_\_\_\_\_

**Direct Contact (orders) Phone:** \_\_\_\_\_ **Direct Contact Fax:** \_\_\_\_\_

**Persons Authorised to make orders:** \_\_\_\_\_

**Do you wish to be placed on our monthly newsletter email distribution**      **YES**      **NO** \_\_\_\_\_

**I / We, of said organisation / school above agree to the following terms and conditions.**

- Commercial school account with payments due SEVEN days from STATEMENT DATE. Orders withheld until payment is made. Please note that all books delivered must be paid for, even if this includes backorders. Schools cannot wait to pay when all backorders delivered as sometimes reprints or release dates are weeks/ months in advance.
- All schools are entitled to an opening discount of **10%** discount. Increases made as further amounts spent. Once reached, this new discount remains for the rest of the year.
- Notification of any discount change will be made to librarian & business manager.
- Customers within the Moonee Valley and Macedon Ranges council regions receive FREE delivery.
- Customers outside of the Moonee Valley council and Macedon Ranges region will incur a \$5 handling / delivery fee for each purchase order under \$150.
- We realise there will be no discount for books ordered from certain publishers including overseas titles.
- Only orders will be accepted from people stated here as authorised purchasers.
- We realise that prices are correct at time of quotation, however in some rare cases, may change if the publisher increases their prices during time of ordering and delivery.
- Once goods are ordered and delivered, books will only be able to be returned if misbound or faulty (within 7 days).
- Backlist titles (older than 12 months) and overseas orders are not able to be changed or returned, and minimum quantities and freight charges apply.
- Books remain property of Book Bonding until full payment made.

**Signed:** \_\_\_\_\_ **(Principal / Accounts / Head of Faculty)**

**Print name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Office use only**    **Account approved:**    YES    NO    **Terms:** 7 days from end of month    **Account number:** \_\_\_\_\_

**BOOKSHOP LOCATION:**      **ESSENDON OR GISBORNE**      **Signature:** \_\_\_\_\_      **Date:** \_\_\_\_\_

**Print name: Natasha Boyd & Mark Neicho, Owners of Book Bonding (ABN 70 850 335 968)**