



take a flight of imagination

WESTBOOKS

SPECIALIST BOOKSHOP & LIBRARY SERVICES

Online Ordering - Application Form

Please complete all sections in clear writing, providing details in full and fax to Westbooks on (08) 9361 8295 for processing. Once approved, notification of account details will be provided within 2 days to the specified E-mail Address.

First Name _____

Surname _____

User Name _____

*User name that you want to use to access the website

Contact Number _____

Account Code _____

* Your Westbooks Account code

School Name _____

E-Mail Address _____

Are you the Main contact at your School / Library

Yes

No

TERMS AND CONDITIONS OF USE:

1. All Web orders are firm sale
2. All items chosen from books on approval are firm sale
3. Westbooks do not accept returns of firm sale items
4. Returns will only be accepted in cases of goods received damaged and/or misbound. Please choose carefully.
5. Westbooks must be notified of items received damaged and/or misbound within 7 days for a full credit
6. Orders of items not usually held in stock by Westbooks cannot be ordered on approval
7. Backlist titles cannot be ordered on approval except in cases of pre-arrangement
8. Order cancellations are accepted by Westbooks within 48 hours of placement of said order after which time orders must be honored by customer
9. Items on approval must be returned within 14 days of receipt except in cases of pre-arrangement. Please refer to sale consultant memo for collection date.
10. Approval items must be returned in mint saleable condition with no observable signs of use
11. Approval items returned damaged will be invoiced
12. Non-book approval items (audio book, CD, DVD, etc) must be returned with seal and/or shrink wrap in tact
13. Items not returned within the approval period of 14 days are considered firm sale and will be invoiced
14. Quotations are valid for a period of 14 days after issue
15. Westbooks cannot guarantee price or availability of items ordered through an expired quotation
16. Normal school discount will apply except in cases of nett titles
17. Accounts must be finalized within 30 days except in cases of pre-arranged deferment
18. Deferred payment options are decided on an individual basis

Declaration:

I have read and understood the above Terms and Conditions of Use and understand that Westbooks has the right to remove my privilege of access if it deems that my use of the system is in breach of any of the Terms and Conditions of Use.

Signature: _____ Date: _____