



Xarra Books (Pty) Ltd  
264 Turbit Avenue, Halfway  
House, Midrand, Johannesburg  
P.O. Box 832, Kyalami 1684  
South Africa

Tel. +27 11 312 7582  
Fax. +27 11 312 7584  
Info@xarrabooks.com  
www.xarrabooks.com

# New Account Application Form

## CUSTOMER PARTICULARS

1. Name of business
2. Trading Name (if different from above)
3. Date business established
4. State: (Pty) Ltd/ Partnership/ Private/ Close Corp/ Sole Owner
5. Company Reg #
6. Postal address  

Postal code
7. Delivery address  

Postal code
8. Contact person for payment
9. Contact person for deliveries
10. Telephone Number
11. Fax Number
12. Cell Number
13. E-mail
14. Annual Turn Over
15. VAT Registration Number (if applicable)
16. 3 References:
  - i Name of creditor:  
Size of facility (in Rands):  
Date facility commenced:  
Referee name (name of creditor contact person):  
Referee contact details (phone and email of creditor contact person):



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17. Requested terms of payment  days from Invoice **OR**  on Delivery

<b><u>FOR OFFICIAL USE ONLY</u></b>	
Account Approved	Yes <input type="checkbox"/> No
Account Number	
Credit Limit	
<b><u>TERMS</u></b>	
Payment	<input type="text"/> days <b>SOR</b> <input type="text"/> weeks

## **TRADING TERMS**

### **CURRENCY**

All South African accounts must be paid in South African Rands (ZAR).

### **PRICES**

Prices charged are those that are valid at the time of invoice. Prices may fluctuate at any time and quotations can only be considered an indication of price. All prices are VAT inclusive

### **DISCOUNT**

Discounts vary depending on the Publisher and Product being purchased. A bookseller's discount can be provided to identifiable Book Resellers in the South African market. On approval of this account application form we can advise you of the discount range applied for trade, specialist, text and short discount titles, please call our Customer Service Department for individual discounts. The discount class is specified in our data feeds and on our new release material.

### **PAYMENT**

Statements are emailed at the end of each month. Credit terms are **Strictly 30 Days Nett** unless by prior arrangement.

### **TITLE**

All products supplied by **Xarra Books Pty Ltd** possess a reservation of title. Ownership of all goods supplied by **Xarra Books Pty Ltd** does not pass to the recipient until paid for in full. Until full payment is received it is the responsibility of the recipient to keep the goods insured and in mint condition. If the goods pass to a third party the title to the goods will still not pass to that third party until the initial invoice is paid.

### **DELIVERY**

Free of charge (as long as above our small order threshold\*) to all bookshops throughout South Africa. On a customer's request goods can be sent by express dispatch (or overnight to South Africa) at a nominal additional charge.

### **SMALL ORDER SURCHARGE**

A surcharge is added where orders total less than our small order threshold after discount, to offset the increased freight and handling costs\*. Where an order is placed and the total value of the order is below the threshold, and the titles cannot be supplied at the time of the order, the surcharge will be charged when the backorder can be supplied. Small orders are expensive to process and dispatch, we have bestseller lists we can give you to make additions to your orders and avoid this charge.

### **RETURNS**

All books are supplied on **full sale or return**, but items can only be returned after a period of 8 weeks and before 12 months from the invoice date. Books may only be returned with an authorised returns label available from Xarra Books Customer Service (details of quantity, author/ title, price and relevant invoice number(s) should be faxed or emailed). Full credit will only be issued on books that **arrive** at our warehouse in mint condition, and that have been supplied by Xarra Books. Books which are returned to Xarra Books that were not originally supplied, are outside the time limits, unauthorised returns or books received damaged, will be returned to customer(s) at their expense plus a **R 100.00** handling charge.

### **CLAIMS**

Claims for shortage of supply or mis bound/ damaged titles must be submitted within 14 days of the invoice date. Damaged titles should be returned by normal parcel post or our nominated carrier with a copy of the original invoice, whereupon a replacement copy will be supplied, or the account credited (including return postage). All packages returned to Xarra Books must be sent by recorded delivery, no credit will be given for titles that are not received by us, and freight charges will not be credited if titles are not sent by our nominated carrier.

### **INFORMATION FOR YOU**

Order processing & book enquires are both greatly hastened with a lower chance of incorrect supply if you supply both the **AUTHOR, ISBN & PUBLISHER** as well as the title, and specify paperback or hardback.



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Quoting your account code and invoice numbers also enables us to help you better.

\*Note our current small order threshold and charges for delivery are negotiated on an individual basis and loaded to the account upon approval.

I. The undersigned declare that the above information is true and correct.

Signed a \_\_\_\_\_ this \_\_\_\_\_ day

of \_\_\_\_\_ 202

Authorised signature

Print Name