

Terms and Conditions

1. GENERAL

Gazelle Book Services Limited (hereafter referred to as the Company) is prepared to supply the Customer with books and other goods on the basis of its terms and conditions as set out below.

2. PRICES

All prices on invoices are current at the time of reporting, but temporarily unavailable items and items not yet published are subject to change.

3. POSTAGE

Postage will be charged on a weight and territory basis unless specified in individual account terms, or where the order is made against a promotional "post-inclusive" deal.

4. DUTIES AND TAXES

International customers may be subject to import duties and taxes once the shipment reaches their country. All duties and taxes are the responsibility of the recipient. Gazelle Book Services Ltd. has no control over these charges and cannot predict what they may be. Contact your local customs office for additional information.

5. PAYMENT METHODS

Payment should be made directly to Gazelle Book Services Limited, using one of the following methods:

- a) Cheque. The cheque must be drawn on a UK bank. Eurocheques cannot be accepted.
- b) Bank transfer. Barclays Bank plc, 38 Market Street, Lancaster, LA1 1HR
SORT CODE 20-47-61 SWIFT CODE BUKB GB22 ACCOUNT No.10409081.
IBAN No. GB25BUKB20476110409081
- c) PayPal. Gazelle's email address is: sales@gazellebookservices.co.uk. Please enter the Invoice number(s) being paid into the "Special Instructions to Seller" section.
- d) Credit Card. Gazelle accepts all major credit cards, except American Express. All payments should quote the respective invoice number.

6. PAYMENT TERMS

Nett 30 days from date of invoice, unless agreed in advance. Interest on overdue debts may be charged at 4% above the prevailing base rate of Barclays Bank. The Company reserves the right to vary this charge.

7. LEGAL TITLE

All goods remain the property of the Company until paid for in full.

8. DELIVERY PROBLEMS

Claims will only be accepted if submitted in writing on the following basis:

- a) Damages and shortages must be notified within 14 days of invoice date.
- b) Non delivery must be notified within 14 days of the respective invoice first appearing on the statement.

9. RETURNS POLICY

All returns must gain prior authorisation from our Lancaster office before credit can be considered. All costs involved in the return of goods are to be borne by the customer unless a supplier error is agreed. For goods received in an imperfect condition, it may only be necessary to return cover/title pages. The Company will not credit the costs incurred in the return of complete books if prior authorisation has not been obtained. For returns to qualify for credit, the goods must:

- a) be in a condition which permits full value resale.
- b) still be distributed by the Company at the time authorisation for return is requested.
- c) be supported by a valid account number and invoice number.

Returns for full refund are not accepted after 90 days whereupon credit will be extended against future purchases.

Authorisations made by representatives do not, in any way, guarantee that credits will be given.

Unauthorised returns will be stored by the Company for a period of thirty days pending collection by the customer, after which time the Company reserves the right to dispose of the returns with-out further liability.

10. VARIATIONS

No variation to these terms shall be valid unless approved in writing by a director of Gazelle Book Services Limited.

11. GOVERNING LAW

These terms and conditions shall be governed by English Law.