



The Print Facility Pty Ltd ABN 86 966 892 573

Terms of Trade

All goods are sold and supplied by The Print Facility Pty Ltd (TPF) ABN 86 966 892 573 on the following terms: **ORDERS** 1. (a)

Each order is subject to acceptance by TPF.

- (b) Goods supplied in accordance with Customer's order can only be returned for credit by prior agreement with TPF within fourteen (14) days of delivery.

PRICES

2. (a) The prices charged (unless a prior quote has been given) shall be those prices prescribed by TPF at date of delivery.
- (b) Unless otherwise advised by TPF in writing.
- (i) Prices do not include Goods and Services tax (which shall be to the Customer's account)
- (ii) Prices shall exclude delivery. Additional cost of delivery shall be at the Customer's cost.
- (c) TPF hereby reserves the right to charge an additional fee for Customers wishing to pay by credit card (hereafter called 'credit card fee'). The credit card fee shall be a percentage of the price as prescribed by TPF (plus GST) at the date of delivery and shall be calculated in the following way:
- | | |
|--|-------|
| for purchases made using a Master Card | 2.00% |
| for purchases made using a Visa Card | 2.00% |
| for purchases using an American Express Card | 3.00% |
| for purchases made using a Diners Card | 3.00% |

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PAYMENT

3. Payment shall be made within thirty (30) days from the date of invoicing or such earlier date as is specified on the invoice.

WARRANTY

4. Where the Customer is not a Consumer for the purposes of the Competition and Consumer Act 2010 or any other applicable legislation or where the Customer is a Consumer but the goods or services supplied by TPF are not of a kind ordinarily acquired for personal domestic or household use or consumption, the liability of TPF shall be limited, as it shall determine to:

- (i) The replacement of the goods or the supply of equivalent goods;
- (ii) The repair of the goods
- (iii) The payment of the cost of replacing the goods or of acquiring equivalent goods; or
- (iv) The payment of the cost of having the goods repaired.

All other warranties conditions and representations whether express or implied other than any express warranty stated by TPF in writing are hereby expressly negated and excluded except in circumstances whereby it is unable by law to exclude or limit its liability. In particular, but not without limiting the foregoing, TPF shall not be liable for any negligent act or omission by itself, its servants, agents or sub-contractors in the supply of any goods or the performance of any function preparatory to or during the supply of any goods by TPF to the customer.

INTEREST FOR NON-PAYMENT

5. At the discretion of TPF, in the event of non-payment by the due date, the Customer agrees to pay interest to TPF on any monies payable calculated from the date of the invoice payable at 1.5 times the National Australia Bank Limited Business Loan Term Base Rate.

RIGHT TO DEAL

6. In the event of non-payment in accordance with these terms and conditions by a Customer for whom TPF holds any original material, TPF retains a lien over any such original or copies of the original in order to recoup any amount whatsoever owing by the Customer to TPF.

NO LIABILITY FORMASTERS

7. The Customer acknowledges and agrees that any original which TPF shall use, hold, have possession of, retain or supply to a third party from time to time shall be and remain at all times entirely at the risk of the Customer and TPF shall not be liable for any claim, compensation, expense or loss, direct, indirect or consequential howsoever caused by any loss of/or damage to the original whatsoever.

TRADING TERMS

8. TPF may at any time alter or suspend trading terms, refuse any delivery or cancel unfilled orders when in its opinion the financial condition of the Customer or the status of the Customer's account warrants it. A letter by an authorised person from TPF is sufficient advice of such refusal or cancellation. The Customer hereby acknowledges and agrees it shall have no claim for compensation or right of action against TPF, its servants or employees for such failure or refusal to supply goods.

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- DELAYS DELIVERY** 9. TPF will use its reasonable endeavours to perform its obligations for the sale of goods within the time indicated by TPF but failure to do so for any reason whatsoever including but not limited to the inability of TPF to obtain supplies from its usual sources, strike, or any other industrial dispute, fire, act of God or any other cause beyond the control of TPF shall not constitute a breach of contract, nor shall TPF be under any liability to the Customer, but the contract shall be deemed to be suspended with liberty to TPF at any time to cancel the contract or any unfilled part or to renew the contract upon the cessation of the cause preventing performance.
- RETENTION OF TITLE UNTIL PAID IN FULL** 10. The supply of goods by TPF unless TPF notifies the Customer in writing to the contrary shall be subject to the following conditions:
- [a] all goods supplied by TPF shall remain the property of TPF until payment for the goods under all individual contracts for the supply of these goods has been made to TPF in full.
 - [b](i) the Customer may, in the ordinary course of business, sell the goods provided that the proceeds of each sale are either paid direct to TPF or held by the Customer on trust for and as Agent for the Supplier.
 - (ii) the Customer shall not assign its rights to the proceeds of any such sale
 - (iii) the Customer shall forthwith pay to TPF the proceeds, less any profit obtained by the Customer in the sale of the goods
 - [c] the Customer shall indemnify TPF against any liability in respect of any sale of goods made on behalf of TPF and will not be entitled to any indemnity from TPF.
 - [d] until payment in full the Customer shall, as a bailee and a fiduciary of TPF:
 - (i) store goods supplied by TPF pursuant to these conditions separately from other goods in a manner that enables the goods owned by TPF to be readily identified.
 - (ii) not use the goods in any manufacturing process or assemble them with other goods whereby the goods lose their identity or are not to be readily severable from the finished project.
 - (iii) not encumber or transfer title to any of the goods by way of security or charge except with the prior written consent of TPF nor sell any goods through a mercantile agent as defined in the Goods Act 1958 (Vic).
 - (iv) not sell the goods at a price less than the TPF invoiced cost of the goods.
 - [e] the goods supplied to the Customer shall be at the Customers risk from the time of delivery to the Customer or its agent
 - [f] TPF may at any time prior to payment in full retake possession of the goods and for this purpose or the purpose of inspection may enter onto the Customers premises and take any action necessary to re- take possession.
- CUSTOMER WARRANTY AND CHARGE** 11. (i) The customer warrants to TPF that the works (the subject of the order) are original works and it has the rights to licence TPF to carry out the works requested to fulfil the order. The Customer further warrants and represents that:
- (a) it owns, or has a valid licence to use, reproduce and modify the copyright and other intellectual property rights in the material it has requested TPF to reproduce and / or to modify; and
 - (b) any goods supplied by the Customer or on its behalf to TPF shall be free of any virus (being any code, programming instruction or set of instructions constructed with the intention of having the ability to damage, interfere with or otherwise adversely affect computer programs, data files, or hardware without the consent of the computer user); and
 - (c) any goods or services to be supplied by TPF under this Agreement (including any part or parts):
 - (i) will not infringe the rights (including copyright or other intellectual property rights) of others or breach any obligation of confidentiality; or
 - (ii) have not been and will not be condemned or prohibited from circulation, marketing, manufacture or exhibition (or require the excision of any part) by any legally constituted board of censors or similar government body having authority to prevent the circulation or marketing of such goods or services; or
 - (iii) will not violate any law (including a law relating to decency, censorship, publicity or privacy), court order or other ruling of a governmental agency; or
 - (iv) will not subject TPF to any liability.
 - (ii) TPF may withdraw from any agreement to supply if TPF considers in its sole discretion that there has been or there is a serious likelihood of a breach of one or more of the warranties given by the Customer in Clause 11(i) above. If TPF withdraws from any agreement to supply there will be a proportionate reduction or refund of fees payable by the Customer to TPF as determined by TPF.
 - (iii) The Customer hereby acknowledges and agrees that the indemnity it gives TPF includes all loss, damages, costs and expenses incurred including all production costs and all legal costs on a solicitor own client basis.
- The customer hereby charges its assets generally in favour of TPF as security for payment herein. The customer must at the request of TPF register the charge with ASIC in accordance with the required form contained in section 263(1)(a).
- COPYRIGHT** 12. The intellectual property contained in the original words which are the subject of any order remain the property of the Customer. The Customer acknowledges that to fulfill any order, it may be necessary for TPF to create new works. The intellectual property embodied in the new works of TPF shall remain the property of TPF.
- APPLICATION OF MONIES DUE** 13. Where any mutual dealing between the parties occurs, by the 5th business day of each month, TPF will provide to its Customer a reconciliation of the invoices rendered by the Customer. The difference being the balance between the two sets of invoices rendered shall be paid within the payment terms as set out in Clause 3 hereof.

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- PRIVACY** 14. TPF is committed to protecting the privacy of all persons including our Customers and will handle personal information with due care and diligence. TPF will not collect sensitive or personal information from you without your consent other than that information collected to:
- (a) evaluate a credit limit (if any) to be extended to its Customers
 - (b) open credit accounts for its Customers
 - (c) obtain information and advice about creditworthiness for the purpose of determining credit suitability
 - (d) identify proprietors of businesses and their contact names and details
 - (e) deliver goods and services to correctly identified persons
 - (f) provide warranty details for warranty purposes
 - (g) enable TPF to ascertain your needs preference and requirements in respect of goods and services TPF can supply
 - (h) obtain trade references
 - (i) for database purposes to maintain your details and,
 - (j) when required by law to do so

The types of organizations to which TPF usually discloses information include banks and other organizations seeking credit or trade references, regulators and other Federal or State Government agencies, service providers, research organizations, mail houses and printers, amongst others or as required or authorised by law.

TPF will seek to ensure that all information held, used or disclosed to TPF and its employees is held in accordance with the objectives of the collection and with the National Privacy Principles and other applicable Privacy laws.

TPF will take reasonable steps to protect information held from misuse or loss from unauthorized access, modification or disclosure including implementing physical access security measures and computer and network security.

TPF will generally only collect sensitive information with the individual’s consent apart from some exceptions including when the collection is required by law and when the information is necessary for the establishment, exercise or defence of a legal claim.

If you have any questions or complaints in regard to our collection, use or management of your personal information, please contact our office, Telephone (02) 9415 0355 or email to accounts@theprintfacility.com.au Att: Privacy Officer. If we cannot satisfactorily resolve your concerns you may contact the Australian Information and Privacy Commission in New South Wales or the Australian Information Commissioner, GPO Box 5218 Sydney NSW 1042 or on its website at <http://www.oaic.gov.au>

- GENERAL** 15 (a) No variation or termination of these Terms of Trade shall be binding upon TPF unless approved in writing by a Director of TPF.
Any time or other indulgence that TPF may grant to the Customer shall not affect the rights of TPF except to the extent to which TPF expressly waives the same in writing and no waiver in respect of any breach on the Customer’s part of any stipulation binding on the Customer shall affect the rights of TPF in respect of any other breach.
- (b) Any conditions contained in the Customer’s order or other documentation which may be contrary to or differ from these conditions shall to the extent of any inconsistency be null and void.

DIRECTORS GUARANTEE 16. If the Customer is a Company, the Director(s) signing this Application hereby guarantee(s) (and if more than one, jointly and severally) to TPF the due and punctual payment of all moneys payable by the Customer to TPF including any Interest hereunder. This guarantee shall be a continuing guarantee notwithstanding any partial indulgence granted by TPF. The directors hereby further charge all or any of their right title and interest in any real estate in favour of TPF granting it a caveat as security for payment of any monies owing hereunder.

AGREEMENT TO ACKNOWLEDGE TERMS AND GUARANTEE

I, the undersigned acknowledge agreement to trade with TPF in accordance with these Terms of Trade and agree on behalf of the Customer to the Terms of Trade of TPF as contained in this document. If the Customer is a Company, I acknowledge that in signing this document, I am giving TPF the guarantee of the Customer’s obligation contained in Clause 14.

- 1. **Signature:** _____
- 2. **Name:** _____ **(Please print name)**
- 3. **Customer:** _____
- 4. **Date:** _____