

# REMAC

Stationery & Packaging

Manufacturers of PVC Stationery Products

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## TERMS OF TRADING

1. REMAC Stationery & Packaging will not commence manufacture of your goods until we receive your official order in the form of a purchase order, memo, or return of our quotation with the customer acceptance signed.
2. REMAC Stationery & Packaging will not accept returns more than seven days after delivery. We recommend that you check the product as soon as it is received.
3. Unless otherwise agreed, in writing, we reserve the right to supply up to 5% more or less than the quantity ordered if printing or special manufacture is required.
4. All goods supplied remain the property of REMAC Stationery & Packaging until they are paid for. If payment is in default, REMAC reserves the right to recover all or part of the goods that are the subject of the contract of sale initiated by the customer's purchase order or request.

## CREDIT TERMS

5. If you have a trading account with REMAC, or supply of goods is otherwise approved by the management of REMAC Stationery & Packaging, goods are supplied with full payment due 30 days from the date of invoice. Interest may be charged on overdue accounts.
6. Credit Card payments: Payment may be made on Mastercard or VISA – 2% surcharge applies. We will request card details and authorisation, and process the payment, on shipping of the goods.
7. If you do not have an account with us, we may request a 50% deposit with order. The balance is payable on delivery. Please request a Credit Application Form if you want to establish a trading account with REMAC. REMAC will conduct credit checks in an ethical manner and in accordance with the provisions of State and Commonwealth privacy legislation. Costs incurred in the recovery of overdue or delinquent accounts will be payable by the customer.
8. Our minimum invoice value is \$25.00.

## DISCLAIMERS

9. If you supply sheets for encapsulation which are digitally reproduced (eg; photocopies, or non-impact printing copies) additional charges may be payable. Such copies may have unreliable lay edges and waviness caused by the thermal transfer process. REMAC will take all care but does not accept responsibility for trimming such sheets or for the accuracy of the finished product. Please check with REMAC for the size of printed sheets, and preferred weight of paper stock for encapsulation, before you arrange printing.
10. If camera ready artwork, including colour separations, is not supplied then you will be charged for artwork prepared by REMAC on your behalf. You will also be charged for blocks, artwork changes and all delivery costs involved in the preparation of artwork. Where possible we will quote or provide an estimate of the cost thereof.
11. Most PVC materials are subject to migration of plasticisers and other chemicals. This may cause changes in the physical appearance of the finished product in time. REMAC will take all care in selecting appropriate materials for your products but does not take responsibility for the effect of any chemical migration, nor for degradation if used in harsh climatic conditions.
12. REMAC has a **GUIDE FOR CUSTOMERS REQUIRING SCREEN PRINTED PVC PRODUCTS**. This has been produced to ensure that the best quality printed product is delivered to you. Please request a copy if we have not already sent one with this document.

I accept the above Terms of Trading: ..... (signed)

For and on behalf of: .....

Date: ...../...../.....