

Tate Enterprises Ltd
Millbank
London
SW1P 4RG

call
+44 (0) 20 7887 8869
fax
+44 (0) 20 7887 8878

visit
www.tate.org.uk/publishing
e-mail
orders@tate.org.uk



Company Name
Address
.....
.....
Town Postcode.....
Tel. Fax.
Email address.....

Terms & Conditions of Trade

All invoices are to be paid by the customer in accordance with Tate Enterprises' stipulated payment terms. Tate Enterprises will notify the customer of stipulated credit period, in writing, when opening the customer's sales ledger account and reserves the right to suspend delivery of further orders if payment terms are not strictly adhered to.

Delivery of Goods within the UK and Eire is free of charge by our nominated carrier. For low weighted deliveries, Tate Enterprises reserves the right to send goods through a normal postal service and as such will be unable to provide a proof of delivery. Any claims for non-receipt of items shipped by post will be at the discretion of Tate Enterprises.

Delivery of goods outside the United Kingdom and Eire is at the customer's expense and liability, unless otherwise agreed in writing with Tate Enterprises.

Any claims for shortage or damage MUST be submitted within ten working days of receipt to Tate Enterprises' Customer Services Team.

Risk in relation to any goods shall pass to the Customer on delivery of the goods to the Customer.

We acknowledge and understand the above terms and conditions and confirm that the information that we have supplied on this form is true and correct.

I have authority to sign on behalf of the company.

Signed..... Position.....

Print Name..... Date.....

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TATE ENTERPRISES RETURNS POLICY

- 1 All returns must be authorised by Tate Enterprises Customer Services prior to return. You will be issued with a letter of authorisation and a list of books with their corresponding invoice numbers. These must accompany all returned books.
- 2 Overstock returns will only be authorised three months after publication or purchase date and within 12 months of publication or purchase date.
- 3 All books returned to us must be packed securely. Any damage that occurs in transit is the responsibility of the customer.
- 4 If authorised returns arrive damaged, they will not be credited. Instead, you will be notified if you prefer to have them returned to you at your own expense or disposed of by Tate Enterprises.
- 5 If no reply is received within 2 weeks of letter of notification the customer will forfeit any rights to the books concerned and Tate Enterprises will reserve the right to destroy the books.
- 6 We can only credit books returned to us in a mint, re-saleable condition.