

Citizen Editions

Trade Terms

This document sets out the terms and conditions for the trade agreement between Citizen Editions and the retailer.

1 Setting up an Account

To set up a trade account, please email citizeneditions@gmail.com with the following information:

- i. Company's full invoicing address
- ii. Delivery address
- iii. Name and email address of the person responsible for accounting and payments

2 Delivery

2.1 Citizen Editions offers free USA delivery on all orders of 10 units or more.

2.2 For retailers outside of the USA or for deliveries fewer than 10 units of stock, delivery rates vary depending on the delivery destination, value and size of order. For a delivery quote, please contact us.

3 Discount

Citizen Editions offers a 50% wholesale discount on all publications.

4 Payment Terms

4.1 Citizen Editions is unable to offer consignment.

4.2 Payment is due from the retailer 30 days following the invoice date.

4.3 Citizen Editions reserves the right to charge the retailer late payment interest at 8% pa on payments received after the 30-day period issued on the original invoice.

4.4 Citizen Editions reserves the right to withhold future orders from retailers, where an invoice overdue 30 days or longer is outstanding.

5 Returns & Credit Notes

5.1 Please contact citizeneditions@gmail.com to authorise a return.

5.2 Citizen Editions are able to accept returns within the following period:

- i. No sooner than 2 months after the receipt of titles
- ii. No later than 4 months after the receipt of titles

5.3 Citizen Editions are only able to accept returns that are undamaged and in a re-sellable condition. Stock that is returned marked, shop soiled or damaged in any other way will not be credited and cannot be returned to the retailer.

5.4 The delivery cost of returns is to be assumed by the retailer.

5.6 The retailer is responsible for including a returns note indicating the name of the company and a list of titles for credit.

5.7 Credit notes will be provided within 30 days of the receipt and acceptance of returns.

5.8 Credit will be deducted from future orders only. Credit notes cannot be paid to the retailer.

5.9 Citizen Editions can accept a maximum of 25% of returns of the retailer's total orders per annum.

5.10 Upon authorisation, please post returns to the following address: 90 Clinton Avenue, 3R, Brooklyn, NY 11205

6 Payment Methods

6.1 Payments to Citizen Editions can be made direct to the Citizen Editions bank account, as detailed on all invoices, or, with one of the following payment methods:

- i. To the Citizen Editions PayPal account. A 3.5% charge of the total payment value must be added.
- ii. By credit/debit card. A 2.5% charge of the total payment value must be added.
- iii. By check to our offices listed in 5.10 (payable to Citizen Editions LLC).
- iv. To pay by card, please call our office: 612.227.2062

6.2 Where applicable, the retailer is to assume the cost of any transaction fees incurred from international bank transfers to the Citizen Editions bank account.

6.3 For any questions on how to pay, or questions with your invoice, please email citizeneditions@gmail.com within 7 days of receiving your invoice.