



Lay-By Policy

School Years Photo Frames are pleased offer a Lay-By facility for the convenience of our customers, subject to the following Terms and Conditions.

- The lay-by period is for a maximum of eight (8) weeks.
- The minimum deposit / initial payment required is \$20.00
- The Lay-By may be cancelled any time prior to full payment by the customer or School Years Photo Frames.
- The lay-by may be cancelled any time by the customer prior to full payment being made, less a termination fee of \$10.00.
- If the customer cancels the lay-by they have the right to a refund of the payments made, less the terminal fee.
- If the store cancels the lay-by the customer will be given seven day's notice and will be entitled to a full refund of all payments made.
- Full payment is required by the due date (within 8 weeks of the commencement) of the Lay-By along with the relevant shipping charge.
- Customers will be contacted for all lay-bys that are not completed by the due date. After the due date the lay-by will be cancelled and the customer will be given a refund for their payments made, less the cancellation charge of \$10.00.
- The cancellation charge is applied to compensate the stores administration costs.
- Any items placed on lay-by cannot be altered until the lay-by has been paid in full.
- No items can be taken by the customer until the entire lay-by has been paid in full.
- Due to the fragile nature of our products, and the significant risk associated with deliver, we do not accept returns or exchanges of products.
- In the rare event that the Photo Frame is damaged during delivery, we will replace the frame immediately and at no expense the customer.

Acceptance & Payments

- Upon the receipt of the signed terms and conditions and the customer order form, the customer will be assigned with a Lay-By order number. The order number should be used as reference for all direct bank payments along with a surname if bank site permits. The Lay-By order number will be emailed to you.
- Period payment may be made by direct deposit into the following bank account:
School Years Photo Frames / BSB: 015300 / ACCT NO: 401744799
- We will email you a receipt of payment within 3 business days and advise you when your item(s) are paid in full and have been dispatched.

I hereby acknowledge that I have read and understood the conditions and policy of School Year Photo Frames Lay-By, and agree to this policy.

Name: _____ Signature: _____ Date: _____



Lay-By Order Form

CUSTOMER NAME: _____

Delivery Address: _____

Post Code _____

State _____

Phone: (H) _____

Mobile: _____

Email: _____

Order Details	QUANTITY			FRAME PRICE		Order Total
	WHITE	BLACK	OAK	White & Black	Oak	
Small School Years Frame				\$39	\$45	
Small Pre-School Frame				\$45	\$50	
Medium School Years Frame				\$59	\$65	
Large School Years Frame				\$89	\$95	
Large Pre-School Frame				\$99	\$105	
Other						
Freight						\$10.00
				ORDER TOTAL	\$	

Lay-By Order Number: _____

*****OFFICE USE ONLY *****

Policy / Conditions signed: Y/N

Lay-By Commencement Date: ____/____/____

Lay-By Completion Date: ____/____/____

Order Packed: ____/____/____

Shipping Date: ____/____/____

Consignment Number: _____

Shipping Carrier: _____

Payments:			

SCHOOL YEARS PHOTO FRAMES

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