

# Agreement for Sale of Secondhand Books

Period of Agreement from \_\_\_\_\_ to \_\_\_\_\_

**Between** Services UNE Ltd Secondhand Bookshop ABN 29 065 648 419 ('we/us/our') and

Given Name, followed by Family/Surname ('you/your'): \_\_\_\_\_

Address: \_\_\_\_\_

Mobile Telephone Number: \_\_\_\_\_ Home Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_ Student Number: \_\_\_\_\_

## Your current bank account details are:

BSB: \_\_\_\_\_ Account No: \_\_\_\_\_

Account Name: \_\_\_\_\_ Financial Institution: \_\_\_\_\_

## Agreement

We agree to sell your secondhand books at the Services UNE Secondhand Bookshop, subject to the conditions contained in this Agreement.

## Your Responsibilities

1. It is your responsibility to provide us with correct bank account details for the direct deposit of the proceeds of sale of your books, and to update those bank account details in the event that they change.
2. It is your responsibility to check your account online or to contact us to find out if your books are sold and to request payment in the event that your books are sold.
3. It is your responsibility to contact us within one month of the date of expiry of this agreement, if you wish to renew this agreement in accordance with condition 17.
4. It is your responsibility to provide us with correct contact details including mobile phone number and email address and to provide us with updated contact details if your contact details change.
5. It is your responsibility to identify your books by placing your surname (in pencil) at the top of the first right hand page of each book you lodge.

## Our Responsibility

6. It is our responsibility to pay the proceeds of sale of your books into your nominated bank account by direct deposit, upon your request in accordance with condition 2 above.

## Books

7. Acceptance of books for sale is at our sole discretion and we reserve the right to refuse to accept books that are not current edition textbooks.
8. All books are deposited at your own risk. We will take reasonable care of your books but do not accept liability for loss or damage to books however caused.
9. We reserve the right to limit the number of books you have for sale to one hundred (100) books at any one time.
10. Books that have not been sold within the term of this agreement, and/or books which UNE Academic Staff ask us not to sell, will revert to our ownership unless you contact us and ask us to return them to you in accordance with clause 18.

## Price and Commission

11. The price placed on books must not exceed 70% of the current retail price. Higher prices will not be accepted and we will reduce overpriced books.
12. We charge a 30% commission (exclusive of GST) on the sale price of each book.

13. We may reduce the price of any book which has a new edition released or has been held for over six (6) months, at our sole discretion, without reference to you.

**Payment**

14. All payments will be made in the form of direct bank account deposit (limit one per week) and no cheque or cash payments will be made.
15. Payments are not automatic when a book is sold. Payment will be made upon request by you in accordance with condition 2. You may request payment either verbally or by email.

**Renewing and Ending this Agreement**

16. This agreement will expire after a period of twelve (12) months from the date it is entered into.
17. You may renew this agreement once, for a period of 12 months, by providing us with written notice to renew the Agreement delivered to us by email or in person at the Secondhand Bookshop, at least one month before the date the Agreement will expire.
18. You must give us one month's notice if you require your books to be removed from sale and returned to you (at your cost).

**You may Contact us by any of the following methods:**

Email: bookshop@services.une.edu.au  
 Phone: 02 6773 5106  
 Fax: 02 6773 5223  
 Post: Union Arcade (PO Box U53) University of New England Armidale NSW 2351

**Books You have Lodged with Us**

Title	Author	Title	Author

Signed as an Agreement

\_\_\_\_\_  
Signed by You

\_\_\_\_\_  
Signed by Us

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_