

Purchase Terms and Conditions

1. Collection

We will arrange for the collection of empty units free of charge. This is subject to the consignment meeting our minimum quantity specification (detailed in point 3).

It is your responsibility to ensure that the goods are available to our carriers on the date we agree with you. The cost of any failed attempts to collect the consignment on the agreed date will be deducted from our payment to you. You should obtain evidence of collection, such as the signature of the carrier, and provide this to us upon request.

Queries regarding a consignment can only be investigated within 1 month of the collection date.

2. Packaging

You are responsible for ensuring packaging is sufficient for the cartridges to arrive at our warehouse in an undamaged condition. In the interests of the environment, we encourage you to re-use old boxes. All pallets must be shrink-wrapped.

An information sheet giving suggested methods of packaging is available on request from your Account Manager.

Each package/pallet must be clearly labeled with the unique tracking reference provided to you when a collection is arranged. This tracking number is the means by which we identify the supplier of the consignment. Our carriers can sometimes split consignments and any boxes received without our tracking reference will not be paid for.

If you have a packing list, please attach a copy to the outside of the consignment in an envelope marked 'Documents Enclosed', as well as faxing/emailing a copy to your Account Manager. We are unable to investigate discrepancies if you have not sent a packing list to your Account Manager.

3. Minimum quantities

Mainland UK-Boxes

A minimum of 15 units of commercial value must be returned, unless otherwise agreed with your Account Manager. We will usually request that quantities of 80+ toner cartridges are palletised.

Mainland UK-Pallets

Each pallet must contain at least 80 units of commercial value.

International and Offshore UK-Pallets only

Each pallet must contain at least 140 units of commercial value. These are units that are listed on the current price list, which is available upon request from your Account Manager. Payment will not be made if fewer than the minimum quantity of undamaged cartridges is received.

4. Purchase Orders

Where we have issued an official purchase order to you:

You must notify us of any changes to quantities and specifications prior to despatch. We reserve the right to cancel the order if quantities or specifications change. Failure to notify changes may result in rejection of the consignment. You will be charged for all costs incurred by us in shipping, handling and disposing of cartridges not listed on our purchase order.

A packing list must be sent with the goods. Packing lists must list our part numbers as shown on our purchase order. Discrepancies will not be investigated unless a list is provided. Packing lists must state number of boxes/pallets and contents per pallet. The list should be attached to the outside of the consignment. Additionally packing lists should be faxed or emailed to your Account Manager.

Where you are arranging shipment, you must provide the following:

- The name of your shipping company
- Copy of Customs Entry documents
- Estimated date of arrival at our warehouse

5. Payment

Payment terms are net monthly account (end of month following month of invoice) unless otherwise stated.

In the event of loss of goods in transit, payment will only be issued if a packing list was sent to your Account Manager at the time the collection was arranged. Discrepancies can only be investigated if a packing list is included with the consignment.

The minimum value at which we issue payment is £20. Where the gross value of empties on a collection is less than this amount, the statement will be held until the cumulative value of outstanding collections reaches £20 (or annually, in the event that no further collections are arranged).

Prices vary regularly and are subject to market demand and change without notice. Please call your Account Manager for latest prices.

6. Important

We do not collect/accept the following:

- Toner bottles
- Epson inkjets
- Lexmark HP compatible cartridges
- Remanufactured cartridges containing aftermarket casing
- New build cartridges

We reserve the right to refuse to make a collection based on a supplier's previous history of supplying the above, or of failing to meet our minimum collection quantities.

We are unable to return cartridges which we consider to be broken, unless we have issued you with a formal purchase order. You must notify us at the time the purchase order is arranged that you want us to retain broken cartridges. You will be responsible for collecting the cartridges, at your cost, within 14 days of us sending you our reconciliation.

These terms and conditions are subject to change without notice.

7. Questions?

If you have any questions concerning our purchase terms and conditions please contact your Account Manager.

Sellers Signature: _____

Company Name: _____

Last updated July 2013