

ACCOUNTS INFORMATION

SCEE recommends that schools maintain a record of ALL payments, invoices and credits.

1. **Trading Terms:** Payments with order would be greatly appreciated.
2. **Credit** Inquire at SCEE office - Distribution Manager.

Where a school has been granted an account credit limit, payment is due **STRICTLY WITHIN 30 DAYS FROM DATE OF INVOICE**. Any school that has exceeded the established credit limit or has an outstanding balance beyond 30 days from date of invoice cannot receive any further orders until full payment is made.

In order to avoid unnecessary delays with processing orders, schools are advised to ensure they are keeping within these trading terms.

3. **Rounding:** Due to requirements from banking institutions, all invoices will be rounded to the nearest five cents.
4. **Payment:** Forms of payment (in Australian Dollars) accepted by S.C.E.E. Ltd. are:
 - a. Cheque, Bankdraft or Money Order (in Australian Dollars)
 - b. Credit Card (Bankcard, Mastercard, Visa) see below
 - c. Direct credit transfer (see below)

DO NOT send cash through the mail.

Credit card purchases must include a written signature: Name on card; card number and expiry date. This advice must be included on each order which is to be charged to your credit card unless a current Credit Card Authority form is provided to S.C.E.E.

Overseas customers only Please contact Accounts department and request information and forms.

Direct credit to the bank account of S.C.E.E. Ltd. must be accompanied by separate notification i.e. your customer code, name and address, date of transfer and amount. This process entails extra charges to the customer.

5. **Tax** The Goods and Services Tax (GST) and prices. The GST is charged on invoices for goods sent within Australia ONLY. The tax is not included in the product list price and will appear as a separate item on your invoice. The total amount payable to SCEE is the price to customers plus GST.

For example	Product title	Price	GST	Total to be paid
	Maths PACE 1001	\$3.70	\$0.37	\$4.07
	Barrons Guide to SAT	\$42.90	\$4.29	\$47.19

The Australian Goods and Services Tax is not payable by Overseas customers. The Australian Goods and Services Tax is not payable by Overseas customers. Check with your authorities regarding your obligations. Goods purchased within Australia for overseas destinations must LEAVE Australia within 60 days, after payment is received or from the day that the invoice is generated, whichever is the earlier to qualify for GST Exemption. Check with your authorities for your obligations.

6. **Statements** Statements are issued monthly detailing the previous month's transactions. Where customer payments and statements cross in the mail the payment will appear on the next statement. To track your account balance please keep invoices and credit notes and record the amount of payments made to SCEE.
7. **Video Rentals** All videos are available on either a purchase or rental basis. Schools choosing to rent videos should carefully read the Video Rental Policy to understand how this procedure works.
8. **Prices** The prices listed in this catalogue are effective from January 2005. Prices are subject to change without notice. It is the policy of S.C.E.E. Ltd. to keep prices as low as possible. Fluctuations in the exchange rate and the cost of goods overseas generally dictate price movements of our products.
9. **Determining the Cost of Your Order** In order to accurately determine the cost of your order, you will need to consult this catalogue for individual prices. Having totalled the value of all curriculum ordered, you must then refer to the relevant FPI Chart to determine freight, packaging and Insurance charges applicable to your order. Australian customers must add 10% (GST) to the total value of your order including freight. These details should be transferred to the appropriate columns on your order forms. If you are still not able to calculate how much to include after checking the Product Catalogue, please ring the S.C.E.E. office for help before submitting your order.

Papua New Guinea schools. Please add up the total number of PACES, multiply it by the current charge per PACE. Add up the prices for all non pace products as per catalogue prices. Include freight charges and fax the order. Please make payment by TT or by Bank cheque, either way fax details of the payment (and copies of bank cheques) with the order. Please request the payment details form from the Accounts Recievable clerk or Distribution Manager at SCEE. Orders will not be dispatched without full payment in advance. Following these instructions should keep to a minimum time spent on phone calls or faxing. SCEE must receive one copy of each order only. (mail OR fax NOT both).

10. **Freight, Packaging and Insurance (FPI)** Freight charts are supplied with order forms in each order dispatched. Minimum freight charges apply as per charts.