

AntenneBooks.com  
The Sunroom  
Hackney Downs Studios, 17 Amhurst Terrace,  
London, E8 2BT  
+44 (0) 203 582 8257  
mail@antennebooks.com

## AB.C

### Trade Terms

This document sets out the terms and conditions for the trade agreement between Antenne Books and the retailer.

#### 1 Setting up an Account

To set up a trade account, please e-mail [bryony@antennebooks.com](mailto:bryony@antennebooks.com) with the following information:

- i. Company's full invoicing address
- ii. Company's VAT number
- iii. Delivery address
- iv. Name and e-mail address of the person responsible for accounting and payments

#### 2 Delivery

##### 2.1

Antenne Books offers free UK delivery on all orders of 10 units or more.

##### 2.2

For retailers outside of the UK 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 [bryony@antennebooks.com](mailto:bryony@antennebooks.com)

#### 3 Discount

Antenne Books offers a 40% wholesale discount on all publications.

#### 4 Payment Terms

##### 4.1

Antenne Books is unable to offer consignment.

#### 4.2

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

#### 4.3

Antenne Books reserves the right to charge the retailer late payment interest at 8.5% pa on payments received after the 30-day period issued on the original invoice.

#### 4.4

Antenne Book 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 [bryony@antennebooks.com](mailto:bryony@antennebooks.com) to authorise a return.

#### 5.2

Antenne Books are able to accept returns within the following period:

- i. No sooner than 3 months after the receipt of titles
- ii. No later than 6 months after the receipt of titles

#### 5.3

With the exception of magazines (please see point 5.5 below), Antenne Books 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.

#### 5.5

Unsold magazines may be returned by posting the banner header or cover to the Antenne Books returns address (please see point 5.10 below):

#### 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

Antenne Books 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:

Antenne Books  
Unit 101  
Panther House  
38 Mount Pleasant  
London  
WC1X 0AN, UK

## 6 Payment Methods

### 6.1

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

- i. To the Antenne Books PayPal account. A 3.4% charge of the total payment value must be added.
- ii. By credit card. A 2.5% charge of the total payment value must be added.
- iii. By debit card.
- iv. To pay by card, please call our office: +44 203 582 8257.

### 6.2

Where applicable, the retailer is to assume the cost of any transaction fees incurred from international bank transfers to the Antenne Books bank account

### 6.3

For any queries on how to pay, or queries with your invoice, please email [accounts@antennebooks.com](mailto:accounts@antennebooks.com) within 7 days of receiving your invoice.