



# Recognised Training Centre Account Holders Order Form

**Royal Yachting Association**

RYA House Ensign Way  
Hamble Southampton  
SO31 4YA United Kingdom  
Tel: +44 (0)845 345 0400  
Fax: +44 (0)845 345 0329  
Web: www.rya.org.uk

Please write firmly in block capitals with a ball point pen, carbon is not required. Send top copy to the Royal Yachting Association, keep the bottom copy.

DATE OF ORDER			

RYA ACCOUNT NUMBER

FULL NAME CENTRE/CLUB

Name of REGISTERED ACCOUNT HOLDER
Address
Post code

DELIVERY NAME AND ADDRESS (if different from above)
Address
Post code

Please give delivery address at which there is someone available to receive orders during normal Post Office delivery hours.

PRE-ORDER
This order is not to be delivered until:
Date .....

ORDER No.
(if appropriate)
.....

HOW TO ORDER	PLEASE QUOTE ACCOUNT NUMBER
	<b>BY POST</b> Complete the order form and post to: RYA SUPPLIES, RYA HOUSE, ENSIGN WAY, HAMBLE, SOUTHAMPTON SO31 4YA
	<b>BY FAX</b> Complete the order form and fax it to: 0845 345 0329
	<b>E-mail orders@rya.org.uk</b>
	<b>BY PHONE 023 8060 4138</b> You can telephone your order 24 hours a day, 7 days a week, by using the special RYA Supplies order number. Please <b>do not</b> order via the main switchboard. You will find it easier to write out the order and then just read it over the phone. Telephone orders can be supplied only to the account holder and <b>not to any other address</b> . The details you will be asked to give are your account number, the reference number and quantity of each item required and your own name and telephone number. <b>Do not</b> send written confirmation of answerphone orders.

	<b>PRE-ORDERS</b> If you want your order to be held and not delivered until a specific date please fill in the date in the pre-order box.
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POSTAGE
A charge of £4.75 per 30kg, or part thereof for postage via Parcelforce's service to UK addresses. Customers overseas receiving orders from Hamble by Parcelforce will be re-charged the actual postage. If you want delivery by a different carrier please contact the order line. There are local distributors of RYA titles in certain areas of the world. If you want your order delivered in the UK by first class post, or overnight courier, please tick the express order box below. There is a charge of £15 for parcels up to 30kg for this service. £30 for 31-60 kg.

SIGNATURE OF A/C HOLDER	DAYTIME PHONE NO.

REFERENCE NUMBER	QUANTITY	RYA A/C HOLDER* UNIT PRICE			TOTAL PRICE*					
		TENS	UNITS	PENCE	T'SANDS	H'DREDS	TENS	UNITS	PENCE	
		£			£					
		£			£					
		£			£					
		£			£					
		£			£					
		£			£					
		£			£					
		£			£					
		£			£					
		£			£					
		£			£					
		£			£					
		£			£					
TOTAL ORDER					£					

Please indicate required method of payment

INVOICE PAYABLE WITHIN 30 DAYS

CHEQUE PAYABLE TO RYA WITH THIS ORDER

Full terms and conditions on reverse

\*COMPLETE THESE COLUMNS ONLY IF PAYING BY CHEQUE WITH THIS ORDER.

EXPRESS ORDER (See note above) Tick box if required

# TERMS AND CONDITIONS FOR TRADE CUSTOMERS AND OTHER ACCOUNT HOLDERS

1.1 The following terms and conditions apply to all orders for items listed in our Publications trade catalogue and account holders' price lists that we receive from customers, unless agreed otherwise in writing signed by an authorised representative of the RYA, and supersede any previous correspondence or discussions between the RYA and the customer. These terms shall apply to the exclusion of all other terms and conditions (including any terms or conditions which the customer purports to apply under any purchase order, confirmation of order, or any other document). No terms or conditions endorsed on, delivered with or contained in the customer's purchase order, confirmation of order, specification or other document, shall form part of the agreement between the RYA and the customer simply as a result of such document being referred to in the agreement.

## Orders

2.1 No order submitted to the RYA shall be deemed to be accepted by the Association unless and until confirmed in writing (by invoice submitted with goods delivered or otherwise) by the RYA.

2.2 By accepting delivery of goods the customer acknowledges receipt of and agrees to be bound by these terms and conditions.

## Risk and Title

3.1 Risk of damage to, or loss of, any particular goods supplied by the RYA to the customer will pass to the customer on delivery of those goods at the notified delivery address. Title and property in any goods, including full legal and beneficial ownership, shall not pass to the customer until the RYA has received full payment (in cash or cleared funds) for the goods. Full payment of the goods shall include the sums payable under the terms of this and all other contracts between the customer and the RYA.

3.2 Until title in the goods passes to the customer, the customer shall hold the goods on a fiduciary basis as the RYA's bailee and shall maintain the goods in a satisfactory condition and keep them insured for their full price against all risks.

## Charging and Selling

4.1 All books are sold subject to the condition that they shall not, by way of trade or otherwise, be lent, re-sold, hired out or otherwise circulated without our prior consent in any form of binding or cover other than that in which they are published and without a condition to the same effect as this condition being imposed on the subsequent resale of such books.

## Payment

5.1 The price of goods is the published price as shown on the invoice, less such discount (if any) shown on the invoice. The price is exclusive of any applicable value added or other tax which the customer shall be additionally liable to pay to the RYA as shown on the invoice.

5.2 No settlement discounts or other deductions may be made against amounts due on the RYA's invoices or statements.

5.3 The RYA reserves the right to withhold further supplies in the event of amounts payable being overdue, breach of any of the conditions of this agreement, or any other reason which in the RYA's opinion warrants such action.

5.4 The payment due date is stated on the printed invoice.

5.5 Orders from customers who have not agreed a credit limit with the RYA will normally only be accepted against prepayment in full.

## General

6.1 This agreement for the supply of goods shall be governed by the laws of England and these terms and conditions will be interpreted in accordance with those laws.

6.2 No order which has been accepted by the RYA may be cancelled by the customer without the written agreement of the RYA.

## Delivery

7.1 Delivery of goods within the United Kingdom and Eire is by the RYA's nominated carrier. Charges for delivery will be levied within the scale of charges published by the RYA from time to time. Delivery charges may be invoiced at the same time or separately to the invoice in respect of the goods.

7.2 The RYA's standard Incoterms for delivery outside the United Kingdom and Eire are FCA to the UK mainland freight forwarder, unless otherwise agreed with the RYA. Charges for delivery by non-standard means will be levied within the scale of charges published by the RYA from time to time and may be invoiced at the same time or separately to the invoice in respect of the goods.

7.3 Any dates quoted for delivery are approximate only and the RYA shall not be liable for any delay in delivery of goods howsoever caused.

## Returns

8.1 Unless agreed otherwise by the RYA in writing, goods are not supplied on a sale or return basis.

8.2 Books will not be accepted for return unless previously authorised by the RYA in writing. Unless otherwise specified in writing by the RYA, items authorised for return must be received by the RYA in a re-saleable condition.

8.3 Carriage and packing of items returned shall be at the customer's expense and liability. The RYA cannot accept any responsibility for unauthorised returns. The RYA reserves the right to dispose of unauthorised returns at its absolute discretion and without prior notification to senders.

## Queries and Claims

9.1 Any claim for credit or replacement goods must be received by writing at RYA House, marked for the attention of the Despatch Manager, within 14 days of the date of receipt of goods by the customer. Where the claim is for non-delivery of a whole consignment, the applicable time limit is 31 days from the date of the invoice. The RYA shall have no liability for claims received outside of the above limits and the customer shall be bound to pay the price as if the goods had been delivered in accordance with the agreement.