



DROP SHIPPING TERMS AND CONDITIONS

FOR Cardiff have created a drop shipping platform to help businesses continue trading during the COVID-19 outbreak. Drop shipping is an arrangement whereby we receive orders on your behalf and pass them along to your business to be fulfilled.

FOR Cardiff will not charge any commission on orders placed through this service – the full amount of money we receive for your items will be paid directly to you, the only charges incurred will be the small fees from our online payment handling service Stripe. For full details please read the terms and conditions at the end of this document.

Please submit this completed for to info@forcardiff.com and a member of the team will be in touch to confirm that your products are being listed and finalise the fulfilment procedure.

Please ensure that you read the terms and conditions in full before signing up to this service.

Your Business Details:

Business	
Contact Name	
Phone	
Email <i>This is the address we will forward orders to – please make sure it is for an inbox which is regularly checked.</i>	
Website	
Do you have your own online shop? <i>If your business has its own online shop then we will promote this on all the listings of your products on our site.</i>	

Payment Details:

Please provide your bank details so that we can transfer the funds from the sales made on your behalf

Account no	
Sort code	

Product 1: please complete the details below and include up to three images as an email attachment when you return this form

Product description <i>Up to 100 words</i>	
Available stock	
Cost	
How much postage (if any) would you like to charge for this item	

Product 2 please complete the details below and include up to three images as an email attachment when you return this form

Product description <i>Up to 100 words</i>	
Available stock	
Cost	
How much postage (if any) would you like to charge for this item	

Product 3 please complete the details below and include up to three images as an email attachment when you return this form

Product description <i>Up to 100 words</i>	
Available stock	
Cost	
How much postage (if any) would you like to charge for this item	

Product 4 please complete the details below and include up to three images as an email attachment when you return this form

Product description <i>Up to 100 words</i>	
Available stock	
Cost	
How much postage (if any) would you like to charge for this item	

Product 5

Product description <i>Up to 100 words</i>	
Available stock	
Cost	
How much postage (if any) would you like to charge for this item	

Signed by Supplier:

Date:

Signed by FOR Cardiff:

Date:

Terms and conditions

Vendor (FOR Cardiff) and Supplier (business named above) agree that the term of the Agreement shall commence on its signed date once signed by the Vendor and Supplier.

The Vendor reserves the right to refuse access to the scheme to any Supplier at its own discretion.

Vendor or Supplier can terminate this agreement with one working day's notice at any time.

This agreement aims to support Suppliers during the COVID-19 outbreak will end at such a time, as determined by the Vendor, that the severity of this outbreak has lessened to the point where the service is no longer required.

Vendor's Role

The Vendor is selling the products listed above as specified by the Supplier and ensures the Supplier that it will not make any misleading claims or produce any misleading advertising material in respect of the Products.

The Vendor reserves the right to refuse to list any Product submitted by the Supplier at the Vendor's own discretion – Products deemed to be offensive or politically insensitive will not be accepted for listing. The Vendor's decision is final.

Vendor is the main contact person of the End Customers during the sales process.

The Vendor will provide a confirmation of order to the End Customer by email upon payment.

On receipt of an Order from the End Customer, the Vendor will email the Supplier details of each order individually to the email address as specified by the Supplier above.

Supplier's Role & Services

The Supplier will confirm the receipt of all orders forwarded from the Vendor.

The Supplier will provide product fulfilment for all sales obtained by Vendor. Supplier is not involved in the actual transaction between the Vendor and the End Customer.

The Supplier will send out all orders within 5 working days of receipt and will inform the End User directly in the instance of a delay.

Supplier retains all rights to all images of products Supplier provided to Vendor and retains the right to prohibit the use of any and all images provided. Vendor may not use any of the images or content supplied by the Supplier for any reason other than to gain sales on behalf of the Supplier.

Billing

The Vendor will transfer all money due to the Supplier monthly by BACS on or before the final working day of each calendar month.

A full statement of sales, charges and refunds will be provided by the Vendor for each calendar month.

Fees and Charges

The Vendor will pass on the charges of the payment fulfilment system to the Supplier, as at 18th March 2020 these charges are 1.4% + 20p but are subject to change. Suppliers can make a request in writing to view the current fulfilment fees by contacting emily@forcardiff.com

In the instance of more than one Supplier making a purchase in the same transaction the 20p fee will be split equally between Suppliers regardless of the value of items purchased from each Supplier.

The Vendor will not include any additional charges.

Return of Goods

The End Customer has the right to cancel the sales from the moment they place their order in line with the Consumer Right Act.

The End Customer may contact the Vendor or the Supplier with such a request.

If the End Customer contacts the Vendor then the Vendor will liaise with the Supplier to ensure that the item is returned. When this is confirmed the Vendor will refund the End Customer.

If the End Customer contacts the Supplier then they should accept the return and alert the Vendor to issue a refund to the End Customer. If the Vendor has already provided the Supplier with payment for the items returned the Vendor may choose at their discretion to request the funds are returned by the Supplier or to deduct the funds from a future payment to the Supplier.