

# To be retained by the customer

## Terms & Conditions for Scout and Guide Shop Credit Accounts

### PRICE

Prices are subject to alteration without notice; goods are offered subject to availability and shall be charged to your account at the prices ruling at the date of transaction.

Unless otherwise notified to Scout and Guide Shop in writing, a sales invoice will be included with the goods, in the form of a till receipt. If goods are delivered to an address other than the account holders', it is the responsibility of the account holder to ensure they get a copy of the invoice/receipt from the recipient.

### ACCOUNT RESPONSIBILITY

Any credit account offered is the responsibility of the account holder named on the account, **NOT** any group that the account holder is a member of.

You may choose to allow other users to charge to your Scout and Guide Shop Account. They will only be allowed to do this if they have the correct Account ref.

You may withdraw this privilege for anyone at any time by notifying us by email.

As the account holder you are responsible for all monies owing on the account, even if payment is made by a third party. This applies whether the account holder or any additional user made purchases.

**We MUST be informed of any changes to account holder's details or if they leave the Group.**

Only in certain special circumstances can an account number be transferred from one person to another. We therefore make the following recommendations about closing and handing over the account:

- 1) Pay all monies owing on the account and request in writing that the account is closed.
- 2) If a new leader requires an account and they are willing to accept responsibility for the outstanding amount please advise us and we will forward an application form to them. They must inform us that they will accept responsibility for any monies due.
- 3) When the form is received by us and approved, we will issue a new account number to the new leader and transfer any outstanding amount to the new account.

### CREDIT LIMIT

Unless otherwise authorised all credit accounts opened will be subject to a credit Limit of £350. This may be increased after a good credit rating is established. In turn it may be reduced also for continued bad management of your account.

### PAYMENT

Your account will be due for settlement in full within 30 days of the date of the monthly statement. Unless otherwise notified to us by you, payments will be allocated to the oldest outstanding balance first.

Payments can be made by cash, cheque or debit/credit card over the phone or by bank transfer **sort code 40-41-07 account number 11870629 Sheffield Scout Resources Charity T/A The Scout and Guide Shop** please put your account code as reference (not group name).

**If settlement is not made in full Scout and Guide Shop reserve the right to charge an administration fee of £12.00 per month that your account is outstanding.**

The Scout and Guide Shop reserve the right to amend or withdraw credit facilities, to call for payment of all goods and services supplied at any time and to request payment with order on delivery even though a contract for the supply of goods may exist.

**Accounts that are outstanding for 6 months, will be pursued within the Scout or Guide movement and legally through the County Court if necessary. If an account that has been suspended is paid off by cheque, we can wait up to 10 days for the cheque to clear before allowing the account to be used again.**

### GOODS LOST OR DAMAGED IN TRANSIT

No liability for damage, loss of content or short delivery will be considered unless notified to Scout and Guide Shop, within three days of the delivery of the goods. Signatures endorsed "unexamined" or "unchecked" have no legal significance and will not be accepted by Scout and Guide Shop or the carriers as a basis of claim. Where outside carriers are used, it is essential that the carrying company is also notified of damage or loss in accordance with the provisions of this clause. Notification must be made to Scout and Guide Shop for non-delivery of goods within the expected delivery date plus 7 days.

### TITLE AND OWNERSHIP

- 1) The risk in the goods shall pass to the buyer at the point of sale.
- 2) Ownership of the goods supplied shall remain with Scout and Guide Shop until the buyer has paid in full the price of the goods and/or services supplied by Scout and Guide Shop to the buyer.
- 3) In the event of Scout and Guide Shop exercising their rights under clause 4 below and repossessing goods, for which the buyer has paid Scout and Guide Shop shall be entitled to set off against any sums which become due to the buyer as a result of repossession of the goods any sums from the buyer in respect of other goods supplied.
- 4) The buyer's right to possession of the goods shall cease if:
  - a) The buyer fails to make payments in accordance with these terms, or such other terms as may from time to time be agreed, or
  - b) The buyer is declared bankrupt or makes any proposal to its creditors for a composition or other voluntary arrangement, or
  - c) Scout and Guide Shop believes by reason of the conduct of the buyer that there is a risk that the buyer will be unable to make payment for any goods which have been supplied by Scout and Guide Shop to the buyer as and when payments for those goods fall due.
- 5) Upon the cessation of the buyer's right to possession of the goods in accordance with clause 4) above:
  - a) The buyer shall at their own expense make the goods available to Scout and Guide Shop and allow Scout and Guide Shop to repossess them.
  - b) The buyer hereby grants Scout and Guide Shop, their servants and agents an irrevocable licence to enter any premise where the goods are stored in order to repossess them and inspect them at any time.
  - c) The buyer shall identify all goods supplied by Scout and Guide Shop and provide them with every facility and co-operate fully with their identification and removal.

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**The Scout and Guide Shop 60-68 Trippet Lane, Sheffield, S1 4EL**

Tel: Accounts Office 0114 273 7922  
Email [accounts.admin@scout-and-guide-shop.co.uk](mailto:accounts.admin@scout-and-guide-shop.co.uk)  
Website: [www.scout-and-guide-shop.co.uk](http://www.scout-and-guide-shop.co.uk)

**Once you have read these T & C's please complete and sign the credit account form**

## APPLICATION FOR CREDIT ACCOUNT

### Account Holder

Full Name.....

Title.....

Address.....

.....

.....Postcode.....

Home .....

Mobile.....

Email.....

Position Held .....

Section: Beaver/Cub/Scout/Rainbow/Brownie/Guide/Other-please specify .....

Group/Company Name:.....

Membership No:.....

Guide District:.....

### Second Contact (To be completed by group GSL / Treasurer / Division or District Commissioner)

Full Name:.....

Title.....

Address.....

.....

.....Postcode.....

Home .....

Mobile.....

Email.....

Position Held .....

Scout District.....

Statements are sent monthly via email

If you are registered on our website please tick so we can link you to your account ☐

### Please state if you require a Group or Personal account

☐ **GROUP ACCOUNT** – We will allow other members of your Group to use this account providing they quote the account number.

☐ **PERSONAL ACCOUNT** –No other person is allowed to charge items to your account.

Please note our account system will not allow us to record a third party address for the mailing of invoices, statements etc.

**Usage of the account and settlement of any amounts charged to it are the responsibility of the named account holder even if payment is normally made by a third party.**

**Methods of Payment** - We accept cheques payable to The Scout and Guide Shop, card transactions in person or over the phone or bank transfer.

I wish to open an account and accept the terms and conditions detailed over the page.

**SIGNED** .....

**DATE** .....