



uniLife.edu.au

Book for Sale drop off contract & steps (on reverse)

1. To save you and UniLife time & money please be accurate.
2. If details change advise us by emailing CE2handbooks@unisa.edu.au

Surname: _____

First name(s): _____

Street address: _____

Street address: _____

Suburb: _____

State: _____ Post code: _____ Country _____

Phone: _____ Mobile _____

Email: _____@students.unisa.edu.au (or @) _____

Administration Use Only

Campus: CE CW MG ML

Transaction ID: _____

Payment Options

- Please pay me by **direct deposit** to the account details below it must be an Australian bank account; \$0 service fee deducted.
- Please pay me by **Paypal** via the email address above; a \$1 service fee will be deducted.
- Please pay me by **cheque** mailed to the above name and address; a \$2 service fee will be deducted.

Account name: _____

BSB: _____ Account number: _____

Terms and Conditions

These terms and conditions outline the agreement between UniLife Incorporated ABN 42 435 026 686 and the individual whose details are above, herein known as "the seller". By signing this form, the seller agrees to the following terms:

1. **The sale price of the book(s) may be about 60% of the price of the equivalent new book however UniLife has the sole discretion to change that price. If the seller does not agree to this pricing policy, they must not complete the drop off.**
2. The seller authorises UniLife to sell the seller's books on their behalf. If the book(s) are sold UniLife will pay the seller the selling price less 25% commission within 30 days of the book(s) being sold.
3. The books remain the property of the seller until it is sold or returned to seller, however **the seller agrees to leave the book(s) with UniLife for a minimum of 2 months for UniLife to try and sell** the book(s); only then may the book(s) be reclaimed by the seller. **If UniLife emails the seller to collect the book(s) and after 10 working days the book(s) are not collected the seller forfeits ownership of the book(s) to UniLife without compensation.**
4. It is the seller's responsibility to ensure that the payment method selected is appropriate for their situation and you need to keep UniLife informed of any changes in your delivery address or payment details as any incorrect details result in a \$25 service fee.
5. The seller agrees that they currently own or have the authority to offer the book(s) for sale by UniLife. The seller assumes full responsibility for any liability or damage caused if they provide UniLife with books that they are not authorised to provide.
6. Where a seller's book(s) are damaged beyond repair or lost while in the possession of UniLife, UniLife has a grace period of 2 calendar months from the time the book is noticed as lost or damaged to find, repair or replace the book. If the book remains missing or irrevocably damaged after this period, UniLife will pay the seller the equivalent of the amount that they would have received had the book sold.
7. The seller agrees to use the UniLife second hand book service within the guidelines specified here, and on the UniLife website.
8. Non current issue book(s) are NOT accepted; if inadvertently dropped off such book(s) the seller will be emailed to collect them and if in **10 working days the book(s) are not collected the seller forfeits ownership of the book(s) to UniLife without compensation.**

I have read and agree to terms and conditions

Signature: _____

Date: _____

Steps you need to do to lodge a book for sale

- 1 List your book(s) below
- 2 Put your initials on the inside front cover to identify your book(s)
- 3 Deposit the book(s) over the counter with this form or deposit the books in our after hours deposit slot.

Book Title	Author(s)	Your edition	Is it the course recommended edition? <small>Non current issue book(s) are NOT accepted; see clause 8.</small>	School	Course name	Course Code
Book 1						
Book 2						
Book 3						
Book 4						