

General Terms and Conditions of Business

1. Who we are and contact details

The Geographical Association (GA) is a subject association with a mission to further the teaching and learning of geography. Our address is The Geographical Association, 160 Solly Street, Sheffield, S1 4BF, England (phone +44(0)114 2960088, fax +44(0)114 2967176, e-mail: info@geography.org.uk). Our offices are open from 9am to 5pm (UK local time) Monday to Friday, except for public holidays.

2. Scope

These terms and conditions apply to all transactions entered into with the GA for the supply of goods and services. Membership subscriptions are however specifically excluded from the scope of these terms and conditions, except where the GA invoices an institution for a Group membership subscription in response to the receipt of an official purchase order.

3. Prices

The GA reserves the right to change prices without prior notification.

4. Publications Discount

Trade customers and certain grades of GA member can qualify for a discount off our quoted retail prices. Members' discount is available to Full Personal, Concessionary and Group members only (Entry Level members do not qualify for discounts). Trade discounts are generally dependent upon customer turnover levels. GA members' discount is applied at an individual product-line level.

5. Tax Charges

Books are zero rated for VAT purposes. Please note however that some items that we sell are subject to VAT, e.g. multimedia resources, and where this is the case the VAT element will be separately itemised on your invoice. VAT will also be charged on these items when ordered by customers in the EU, unless a valid VAT registration number is quoted on the order. VAT is not usually charged on other (non-EU) overseas orders, unless the order is placed and paid for via the online shop.

6. Delivery

Subject to stock availability, your resources will normally be despatched within 14 days of receipt of the order. The standard courier delivery lead-time is 2-3 days from the date of despatch, but this will take longer in the event of a re-delivery. UK customers and overseas customers with a UK freight forwarding address will incur no post and packing charges. Overseas customers without a UK freight forwarding address will incur 'at cost' post and packing charges based on method, weight and destination of the parcel(s). Please call our Customer Services on the above number for further information.

7. Terms of payment

Credit terms are as shown on the invoice (normally 30 days from date of invoice). Payment should be made within the credit terms specified, unless prior agreement for extended payment terms has been obtained in writing from the GA. All costs, including legal costs, incurred by the GA in recovering overdue debts will be payable by the customer. UK customers will receive an invoice with their goods but overseas customers must remit payment with their order, prior to the despatch of their goods. The GA accepts all major credit/debit cards with the exception of American Express. Please note that payments will be debited when each part of your order is despatched and will be debited in UK pounds sterling. We accept postal orders and cheques made in UK pounds sterling made payable to The Geographical Association. Payment can also be made directly into our bank account; please call our Accounts Department on the above number for further details. If choosing the direct payment method, please ensure that you send a copy of your publications order to the GA, under separate cover, confirming the date and value of funds transferred.

8. Product Availability

All orders are subject to availability.

9. Claims

Any discount discrepancies, title shortages or damage to goods should be reported within 14 days of receipt of invoice/goods. Please call our Customer Services on the above number.

10. Cancelling Orders

You can cancel any item from your order, provided that it has not entered the despatch process. Please call our Customer Services on the above number.

11. Returns Policy

If for any reason you want to return a product that you have bought from the GA, you will first need to have your return request authorised and then you should return the product to the GA in its original (i.e. 'mint') condition, within 30 days, and we will either issue you with a credit note or refund to you an equivalent monetary amount. Please always state your reason for returning them and also ensure that any packaging or seals are not broken. You will be responsible for the cost of returning goods for refunds or exchange, except in the case of faulty, damaged or wrongly supplied goods. If you have to return the product due to our fault, we will supply a postage pre-paid label on request.

12. General

(a) Validity - By ordering any product or service from the GA you are deemed to have accepted these terms and conditions.

(b) Legal - This contract is a legally binding document; you should read it carefully and make sure that it does not contain anything that you are not prepared to agree to.

(c) Limitation of Liability - The GA shall not be liable to you for any special damages, loss of profits or loss of goodwill and in any event you agree that the GA's total liability to you for failure to deliver goods or any breach of terms of this contract shall be limited to the value of the goods to be supplied to you under this agreement.

(d) Force Majeure - The GA shall have no liability to you for any failure to deliver goods you have ordered or any delay in doing so or for any damages or defects to goods delivered, that is caused by any event or circumstance beyond its reasonable control.

(e) Invalidity of Terms and Conditions - If a court rules that any of these conditions is not valid or cannot be enforced, the other conditions will continue to be valid and enforceable.

(f) Jurisdiction - This contract is made under the law of England and any court proceedings must be in the English courts. If you are a customer in Scotland, Wales or Northern Ireland, we will accept your local law and courts. Enforcement of a court order may be done in any law or court system that is relevant.