



underthesun is a division of  
**Mono Unlimited:**  
**Computer & Printing Support**  
([www.monounlimited.com](http://www.monounlimited.com))

**underthesun.net.au**  
because some things are still new...

Post: PO Box 324  
Ashburton Victoria 3147  
Mobile: 0403 264 263  
Phone: (03) 9885 8054  
Fax: (03) 9885 5891  
Web: [www.underthesun.net.au](http://www.underthesun.net.au)  
Email: [info@underthesun.net.au](mailto:info@underthesun.net.au)

ABN: 90 875 738 663

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## Application Form for Inclusion in Secure Online Shopping Cart

[www.underthesun.net.au](http://www.underthesun.net.au)

Current as at 1 June 2010

### TERMS OF AGREEMENT

- You retain all rights to and copyright for your products. As a secure online shopping cart, we function in much the same way as a retail store – collecting orders, invoicing customers, processing payments and sending out orders.
- underthesun offers you a non-exclusive agreement. This means you are free to sell your products through any other means in addition to selling items through underthesun.
- All items for sale on underthesun are included on a consignment basis only. When you submit items for inclusion, you will supply us with a tax invoice (page 4 below suffices in lieu of this), including details of an Australian bank account. Payments for items sold will be made in arrears on a monthly basis (currently on the 20<sup>th</sup> of each month) by direct deposit to your bank account.
- It is your responsibility to notify us if your bank account or contact details change. We will not accept any responsibility for payments going astray if you have not supplied us with current bank account details.
- If your items are sold through underthesun, you are free to link to or advertise our website, [www.underthesun.net.au](http://www.underthesun.net.au) on your own website, brochures, etc. **NB:** Please send us a copy of all advertising materials listing underthesun for approval prior to release.

### FEES

- **Setup cost:** As the author/musician/artist, you pay a once-off non-refundable setup cost for each item included, which follows a sliding scale (as outlined in **Setup Costs and Discounts**, below)
- **Merchant/handling fee:** This is payable on each item sold. The retail cost (minimum \$15 per item) is set by you. You only pay a merchant/handling fee on items which are sold through underthesun.
  - **Items under \$100 each (ex-GST):** currently 35% of the retail cost **OR**
  - **Items over \$100 each (ex-GST):** flat fee of \$35 per item sold
- **Postage/handling costs:** We will set an appropriate postage/handling fee for each item sold through underthesun, based on current Australia Post charges. This fee varies from product to product and is borne by the purchasers (and clearly outlined in the shopping cart before they complete their orders). This fee may change from time to time without prior notice to you.

## SETUP COSTS AND DISCOUNTS

- **Multiple products:** The more items you include (i.e. separate products, not copies of the same product), the less you pay! Setup costs follow this sliding scale:

<b>SINGLE ITEM:</b>	<b>1 product:</b>	\$150 + GST	
<b>MULTIPLE BLOCKS</b>	<b>2-4 products:</b>	\$135 + GST	per product
	<b>5-9 products:</b>	\$110 + GST	per product
	<b>10-15 products:</b>	\$85 + GST	per product
	<b>16+ products:</b>	\$75 + GST	per product

**NB:** This offer applies either if you enter all products into the shopping cart at the same time, or if you pay for a multiple block in advance (NB: fees paid in advance are non-refundable even if you do not use all of the multiple block).

- **Books designed by Mono Unlimited:** All books designed by Mono Unlimited are eligible to a discounted merchant/handling fee (currently **25% of the retail cost**).

## INCLUDING AND REMOVING ITEMS FROM UNDERTHESUN

- The postage/freight cost of supplying goods to underthesun is borne by you.
- We reserve the right to refuse the inclusion of individual products in underthesun at our discretion.
- We reserve the right to remove items from underthesun at any time at our discretion, with written notice to you. In the rare event that we choose to remove items from underthesun at any time, we will happily refund your setup cost in full. No other refunds will be given, including merchant/handling fees for items already sold.
- If we remove items from underthesun for any reason, we will cover the costs of returning unsold items to you.
- You are free to choose to remove items from underthesun at any time, with no cancellation fee. However, if you do so, we will not refund any money, including the setup fee or any merchant/handling fees for items already sold.
- If you remove items from underthesun for any reason, the cost of returning goods to you will be borne by you.

## HOW TO PROCEED

- Please complete the following pages to apply to enter your product(s) in the underthesun shopping cart. We will then send you an invoice for the setup cost.
- We will include your items for sale in underthesun only when you have provided us with all of the following:
  1. a fully completed underthesun application form and tax invoice (pages 3-4);
  2. payment of the non-refundable setup cost (NB: We will invoice you for this; please make cheque payable to **MONO UNLIMITED**);
  3. if you do not have an ABN, a completed non-ABN declaration/supplier form (page 5);
  4. a jpeg image of the cover or photo of your item, emailed to [underthesun@monounlimited.com](mailto:underthesun@monounlimited.com) (if you are unable to supply an image, we can organise this at an additional cost of **\$10 + GST per item**);
  5. at least ten copies of each product you wish to sell (this may be negotiated individually, depending on the type of product being included, eg. paintings).

**Please complete pages 3-4 (and 5 if you do not have an ABN) and return to:  
underthesun c/- Mono Unlimited, PO Box 324 Ashburton Victoria 3147  
or fax to (03) 9885 5891**

## Acceptance of Terms and Conditions

I have understood and agree to the terms and conditions listed on pages 1-2 above.

\_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_

Name

Signature

Date

## Setup Costs

Please invoice me for the setup costs for (please tick one only):

- Single item (\$150 + GST)
- Multiple block of 2-4 products (\$135 + GST per product) x \_\_\_\_\_ products
- Multiple block of 5-9 products (\$110 + GST per product) x \_\_\_\_\_ products
- Multiple block of 10-15 products (\$85 + GST per product) x \_\_\_\_\_ products
- Multiple block of 16+ products (\$75 + GST per product) x \_\_\_\_\_ products

## Shopping Cart Details

*(Please complete one copy per separate item included in underthesun; print or copy as necessary)*

Item number \_\_\_\_\_ of \_\_\_\_\_ items:

Book     CD     Other (please specify) \_\_\_\_\_

Artist's Name: \_\_\_\_\_

Title: \_\_\_\_\_

Sub-title or brief description (10 words or less)

\_\_\_\_\_

Longer description (up to 30 words)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I have emailed a jpeg image emailed to underthesun@monounlimited.com **OR**

Please create a jpeg image of this item at the additional cost of **\$10 + GST**

**TAX INVOICE to underthesun**  
**(Terms: Consignment)**

*(Please complete one copy per separate product  
included in **underthesun**; print or copy as necessary)*

**A. Your Personal Details**

Name: \_\_\_\_\_

Business name: \_\_\_\_\_  
(if applicable)

Postal address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Where did you hear about underthesun? \_\_\_\_\_

Are you registered for GST?      Yes      No

Your ABN: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ **OR**

Non-ABN declaration form completed and attached

**B. Product/Invoicing Details**

Product title: \_\_\_\_\_

Product cost:     \$ \_\_\_\_\_ **each** [Total ex-GST cost: minimum \$15 each]

+ 10% GST:     \$ \_\_\_\_\_ **NB: Only include this if you are registered for GST for  
Australian Taxation Office purposes**

= \$ \_\_\_\_\_ **Sub-Total**

minus 35%:     \$ \_\_\_\_\_ **merchant/handling fee (for items under \$100)**

**OR** minus \$35:     \$ \_\_\_\_\_ **merchant/handling fee (for items over \$100)**

= \$ \_\_\_\_\_ **Consignment wholesale cost per item**  
(paid monthly to you from underthesun)

x \_\_\_\_\_ **copies** [supplied by you to underthesun]

= \$ \_\_\_\_\_ **Total consignment cost [owed to you by underthesun]**

**C. Your (Australian) Bank Account Details for Direct Payment**

BSB: \_\_\_\_\_ - \_\_\_\_\_ Bank: \_\_\_\_\_

Account number: \_\_\_\_\_

Account name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



# Statement by a supplier

## Reason for not quoting an Australian business number (ABN) to an enterprise

Name of supplier	<input type="text"/>
Address of supplier	<input type="text"/>

Under the pay as you go legislation and guidelines produced by the Tax Office I provide you with a written statement that explains why I have not quoted an ABN for the current and future supply of goods and services to you.

Tick the appropriate box

The supply is made to you in my capacity as an individual, and the supply is made in the course of an activity that is a **private recreational pursuit or hobby**

The supply is made to you in my capacity as an individual, and the supply is wholly of a **private or domestic nature for me**

I (or the supplier that I represent) am/is a **non-resident who is not carrying on an enterprise in Australia**

The whole of the payment that I (or the supplier that I represent) will receive for the supply is **exempt from income tax**

I (or the partnership that I represent) have **no reasonable expectation of profit or gain** from the activity undertaken and consider that I (or the partnership that I represent) do not meet the definition of enterprise for tax purposes

For this reason I am not quoting you an ABN. You should not withhold an amount from the payment you make to me for the supply. I agree to advise you in writing if circumstances change to the extent that this statement becomes invalid.

Name of authorised person (if not the supplier)	<input type="text"/>
Signature of supplier or authorised person	<input type="text"/>
Date	<input type="text"/>
Daytime contact phone number	<input type="text"/>

**It is an offence to make a false or misleading statement**

**The person or entity to whom this statement is made should retain the statement for 5 years**