

ALLIANCE BOOKS SUPPLIERS (Pvt.) Ltd.
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TERMS AND CONDITIONS FOR SERVICING SUBSCRIPTION TO JOURNALS

1. SUBSCRIPTION RATE:

- We charge same gross prices stipulated by the publishers. We will not charge any extra amount for packaging, forwarding & postage etc.

2. EXCHANGE RATES FOR CONVERSION:

- Normally we follow the GOC exchange rates for conversion.

3. YOUR PAYMENT:

We require advance payment of the subscription of journals as publishers demand payments in advance along with subscription order.

4. REMITTANCE TO PUBLISHERS:

- We shall process your subscription and arrange remittances to the publishers normally within 30 days from the date of receiving your order.
- Whenever we do not have the publishers' current and valid price information, there may be delay in processing order to obtain the price from the publishers.

5. DELIVERY OF JOURNALS:

- We deliver the journals at your doorstep either by hand or courier at no extra cost and keep the complete information about your receipt/non-receipt of the issues. We automatically remind the concerned publisher about missing issue, if any.

6. MODE OF SUPPLY:

- Journals will be delivered within 15 to 20 days of publication if subscription charged Airmail. It will take 20 to 40 days by Air freight and 30 to 60 days by surface mail.

7. REFUND FOR MISSING ISSUES:

- Refund for un-supplied issues or compensate for the missing issues by extending the subscription period depending on the publishers' refund policy.
- Regarding refund for missing issues which could not be supplied even after one year of publication, we would like to suggest the following:

- For the purpose of finalizing the account, we shall make the refund against a final list of missing issues prepared at the end of one year after the last issue of the journal is published.
- We pursue for the replacement of missing issues, till the issues are replaced, as replacement of missing issues is considered more important than receiving the refund. Hence we shall continue our efforts in obtaining replacement, even after refund is made. At a future date when we are able to give replacement of these missing issues for which we have refunded you shall accept it and give us the proportionate credit.
- We will try to arrange Xerox copies of all missing issues.

8. PERIOD OF SUBSCRIPTION:

While it will be our endeavor to enter your subscriptions for the period desired by you, it will be subject to the publishers' confirmation as follows:

- The publisher may accept only to enter the subscription for the calendar year, i.e. January to December.
- The publisher can enter the subscription from the date of receiving the payment only or allowing a few weeks from the date of receiving the payment.

9. LATE RENEWALS:

- Many publishers expect the renewal payment to reach them anywhere from 4 to 8 weeks before the expiry date. If this condition is not met with, they may treat the late renewals as new subscription and enter for a later period convenient to them according to their policy. This will result in change of period for your subscription and create a gap in supply between the previous expiry date and new registration date. Please avoid this confusing situation by renewing your subscription at least 60 days ahead.

10. WE OFFER FLEXIBLE TERMS & CONDITIONS OF PAYMENT, CONVERSION RATES ETC TO SUIT YOUR REQUIREMENTS.

- Ordering through our agency will reduce cost time and problem of your serials acquisition and will simplify your communication, as we deals all the publishers round the globe and as we peruse for missing & non supply issues. If you have any further query, you may please contact us by phone on **011-2811856**, email to abspl@abspl.com, sdhar@nde.vsnl.net.in or fax to **011-2812619**.