

[NAME, ADDRESS AND LOGO OF SELLER]

## LAY-BY AGREEMENT

This Lay-By Agreement is made between [NAME OF SELLER] ("Seller") and you, as Customer, and sets out the method of payment and the terms and conditions for the purchase of products from Seller through a payment instalment plan.

<b>Customer Name:</b>	
<b>Address:</b>	
<b>Phone number(s):</b>	
<b>Product(s) being purchased:</b>	(Give description of items, serial & model numbers, if any)
<b>Total price of products:</b>	\$ _____, including all taxes, shipping costs, currency exchange, duty and other costs
<b>Term of lay-by offered by Seller:</b>	Commencement Date: _____ term to be no longer than _____ weeks, with the payments due by _____ (Completion Date) Instalment _____ Amount of each instalment _____ Amount of first instalment due on signing this Agreement.
<b>Method of payment:</b>	<input type="checkbox"/> Mastercard <input type="checkbox"/> Visa <input type="checkbox"/> Amex <input type="checkbox"/> Other _____ <input type="checkbox"/> Direct Deposit <input type="checkbox"/> Bank Transfer <input type="checkbox"/> Paypal <input type="checkbox"/> Other: _____
<b>Delivery option:</b>	<input type="checkbox"/> Pickup <input type="checkbox"/> Delivery to Customer's address (above) <input type="checkbox"/> Delivery to a different address: _____

### Terms and Conditions

- Timing and Amount of Instalment Payments.** A minimum of one instalment payment of \$ \_\_\_\_\_ must be made every \_\_\_\_\_ days from the date of your previous payment. You may pay more frequently, or you may make more than one payment at a time, if you wish.
- Cancellation Fee.** If at any time during the term of this Agreement you decide not to proceed with your purchase, Seller will charge a cancellation fee of \$ \_\_\_\_\_, to cover Seller's costs of storage, administrative and GST costs. The cancellation fee will be deducted from the amounts you have paid up to the date of cancellation. Any balance will be returned to you. If the amount of the cancellation fee exceeds the total amount you have paid, Seller has the right to recover the balance owing from you as a debt.
- (This is an additional option regarding cancellation, if the order is for specially manufactured products. Delete if not applicable.)* **No Cancellations After Order Submitted.** No cancellations are permitted once the order has been submitted to the manufacturer for production.

**THIS IS A 2-PAGE FORM.**