

# *BB Equipment List Ltd - Bazza's Bazaar*

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## Guide to using Bazza's Bazaar

### Escrow Service

**Buying at a distance** raises the concern about sending money, cash or a cheque, to an unknown person in the hope that they will send you the item you wish to buy. Another concern is that when the item arrives it may not be what is expected or in the condition described.

The Vendor's dilemma is whether or not to send the goods before receiving payment.

Bazza's Bazaar eases those problems for you by offering its **escrow service**.

Any item listed in Bazza's Bazaar Catalogue or published on the web site database can only be sold or purchased through the Escrow Service offered by BB List Ltd.. This will effectively be a five stage process

- 1 A deal agreed
- 2 The Buyer pays BB List Ltd
- 3 The merchandise is shipped from the Buyer to the seller
- 4 The Buyer is allowed to examine and approve the merchandise
- 5 The Vendor is paid

Payment for any item will be made to BB List Ltd where it will be paid into the non-interest bearing Escrow bank account. When the payment has been cleared by the bank, and not before, BB List Ltd will contact a shipping company and instruct it to collect the item from the Vendor.

Only carriers (shipping companies) which offer the facility to track items via the Internet, should be used. This tracking facility will enable BB List Ltd., the Buyer and the Vendor to know the time and date when the item was collected, where it is in transit and, importantly, the delivery time and place. Unless otherwise agreed by the Vendor, shipping charges and insurance will be paid by the Buyer. The Buyer will be given 24 hours maximum to examine and approve the item. Should it not be as described in the catalogue or not functioning if it was sold as a functioning item the item must be returned by the same carrier used to ship the item, and collected by that carrier within 48 hours of delivery. If the item is not returned within that period it is deemed that the Buyer is satisfied and the Vendor will be immediately paid by BB List Ltd., less any commission and any other charges and VAT, where this is applicable.

It must also be pointed out that the sale is not between BB List Ltd and the buyer but between the vendor and the buyer. Therefore the buyer should immediately notify the seller of any problem. Of course BB list should be notified too so the payment can be withheld from the vendor until the problem is settled.

This system will now give Vendors greater confidence in that they will receive payment or, in the unlikely event that the goods have been inaccurately described, they will have their property returned.

Buyers can be confident that they will receive the goods, and with some guarantee that the condition will be as stated by the Vendor.

### Guide to Vendors

Selling through BB List Ltd. is reasonably simple.

You provide BB List Ltd. with a full description and price of the item. This can be done by using the on-line form, or email, or mail or fax.

That item is listed in the database, published on the web site and also published in the emailed update lists which we circulate.

When interest is shown we contact you to confirm it is still for sale and put any question raised by the buyer and pass on any offers.

When the potential buyer is satisfied and a price is agreed, the buyer is asked to deposit payment in the Escrow Account, where it is held until the item is delivered to the buyer.

When asked by us, the vendor ships the item to the buyer. If we ask the vendor to do so, we guarantee that the vendor will be paid.

After the item is delivered then the vendor is paid. Please see Escrow service.

The vendor is required to provide the buyer with a full and proper sales receipt.

### **Listing an Item**

No item will be accepted for sale unless the Vendor accepts the *Sales Agency Agreement*

Please describe any item/s you are offering for sale in detail and as accurately and honestly as possible. If your description is inaccurate the item could be returned to you and you will be liable for all costs incurred by the potential Buyer and also BB List Ltd..

- Where applicable, descriptions should include the following
- A summary, that is one or two line version of no more than 120 characters including spaces. This is the description which would be used in the online database
- A longer detailed version for display on the web site. No restrictions on length but there is on hyperbole
- If you simply write, for example, 'Fostex PD2', this will not sell the item. You need to tell everyone about it. So you need to write of: -
  - Condition of the item
  - Age of the item—head hours, etc
  - History of item (Are you the first or 90th owner? And how you have used the item)
  - Service history
  - What it does and how it does it. There are many people who will not know about the item you are selling
  - Are there any accessories?
- A *picture* can be better than a thousand words. So please provide a photograph or photographs. These will be displayed on the web site. You can send the photograph via email as a JPEG image. The size of each image should be about 600 pixels wide and 500 pixels high. The photograph should be an original of the actual item and you should own the copyright. So as not to infringe copyright it should not be copied from a leaflet or catalogue, magazine, web site, etc. or other published material.
- Remember that you are trying to sell and there could be number of items similar to yours which are being offered for sale, so you need to make your listing stand out from the others. You can also make your listing stand out by the use of **BOLD** or *ITALIC* or **BOTH**. The charge for this is currently £1 per listing.
- Serial numbers should be provided. These will not be published in the catalogue or on the web site if you request that but may be passed on to potential Buyers.
- Physical dimensions in centimetres and weight in kilograms. This information is needed to calculate shipping costs but, unless relevant, will not be published.

### **Submitting items for sale.**

No items will be accepted for listing unless you agree to the Terms and Conditions of Business and the Sales Agency Agreement.

No item will be accepted for listing unless you provide your name, a contact address, telephone number, fax number if you have one, email address and, if possible, a mobile phone number. To do this you can use the on-line form or email us.

Your mobile phone number will be very useful because we utilise SMS messaging for speedy contact when interest is shown in any items you have listed. If we do not have all your contact details please let us know. It is also important that you inform us when you change email address.

It is preferable that details of items you are offering for sale are submitted in writing via the on-line form or email, fax or post. Our preferred method of communication is via email.

### **VAT (Value Added Tax)**

If you are VAT registered, Value Added Tax at the prevailing rates would normally be charged on the item you are selling. This should apply to those items for which you claimed VAT when you purchased them.

If the item is being bought by someone in another EC country VAT is not charged if the Vendor provides you with his/her valid VAT number. If the Buyer cannot provide you with a VAT number then it is advisable to charge VAT otherwise you could be liable for payment of VAT on the item/s you sell.

If the item is being sold outside an EC country VAT is not charged but you will need a copy of the Air Way Bill as proof the item has been exported otherwise you could be liable for payment of VAT.

The Buyer is responsible for any customs import duties or local taxes.

### **Shipping**

Unless the Vendor agrees otherwise, shipping will be at the Buyer's expense. Shipping must be via a reputable carrier which provides on-line tracking facilities and the tracking number must be forwarded to both the buyer and BB List Ltd. All items must be fully insured during transit. Should the item not be insured and either lost or damaged in shipping the onus will be on party who declined to pay the insurance premium.

The person arranging the shipping will probably have to provide the shipper with the weight in Kg and physical dimensions in centimetres, of the item/s to be shipped. Do not under estimate the size and weight. The carriers will not.

List all serial numbers and accessories and the physical condition of the item you are selling. It could be a good idea to provide BB List Ltd. with an inventory of items with serial numbers prior to despatch. You can, take photographs of the item prior to shipping. Make a note of all serial numbers and other identification marks.

When packing for shipping carefully seal the item in polythene bags, or even a bin liner, before placing in a suitable transit case. For delicate items pack with shock absorbent material such as foam, foam granules, or even crumpled newspapers. It is important that you pack the item carefully and shock proof it well. Imagine you are packing china.

Seal the exterior of the box well with clearly addressed labels. Always use postal codes, especially in the UK. Please read *Packaging Hints and Tips* Should the item be damaged in transit because you have neglected to protect it properly for transit you will be liable either to pay for reasonable repairs or have to accept return of the item. You will also be billed for the cost of shipping both ways.

Where exported the value of the item will have to be declared for both insurance purposes and for customs purposes.

The vendor must obtain a receipt and shipping number from the shipping company when the item is collected or be able to provide proof of posting. Items must be insured for shipping.

Under the Escrow system the Buyer will be given 24 hours to examine the item. Where an item is returned because it is not as described by the Vendor or because it has been damaged in transit due to poor packing, all shipping costs will be at the Vendor's expense. Should it be necessary for an insurance claim to be made then this will be the responsibility of the person taking out the insurance. In the unlikely event that the item was not insured for shipping the vendor will bear any costs due to the damage or loss of the item or items.

### **Tracking** Why must we be provided with a tracking number?

- 1 So it can be forwarded to the vendor to announce the item is on its way
- 2 So we know it has been despatched
- 3 So that you and we can prove it has been delivered and then we can pay you

### **Payment**

The vendor is expected to provide the buyer with a full and proper receipted invoice for the sale.

Once it is confirmed that the Buyer is satisfied with the purchase the Vendor is required to send a copy of the Sales Invoice to BB List Ltd.

On receipt of the copy invoice from the Vendor, payment will be made by the Agent, in sterling, less any commission, bank charges, taxes, shipping and other costs

(e.g. currency conversion and bank charges) directly incurred by BB List Ltd for that particular transaction. Commission is calculated on the sterling equivalent of the selling price. BB List Ltd will invoice the Vendor for the commission and any other charges which may have been incurred.

Payments for less than £100 in value will only be paid to holders of British Bank Accounts either by BACS. We can also make payments via PayPal.

## Guide to potential Buyers

Buyers must agree to the *Terms of Conditions of Sale*

For the prices of items listed in currencies other than your own there is a link to a currency calculator on their web site. This is a guide only so a potential buyer will need to consult their own bank for current currency rates.

Your first move is to contact BB List Ltd. by mail, email, fax or phone or use the on-line form. Unless we already have your contact details we require your name, a contact postal address, telephone/fax numbers, mobile phone number and email address. A mobile phone number would be useful because we use SMS messaging as a quick method of contacting you during negotiations.

Any further information you require about a listed item will be obtained from the Vendor by the Agent (BB List Ltd.), on your behalf and communicated to you.

### Payment

After negotiating the price, should you wish to proceed with buying the item you will then pay the agreed price plus carriage, insurance and any VAT, or the equivalent, or other taxes. Payment will be made to the Agent who will deposit the money in the Escrow account. The Buyer will be responsible for shipping costs and any import duties or other taxes due on delivery, where applicable.

For British Residents a useful site if you wish to calculate Duty and Vat to be paid on imported goods is <http://www.hmce.gov.uk/public/info/index.htm>

Payment methods:

We are unable to accept payments by Credit Card because, the credit card companies say, we act as an agent only and do not physically handle items which are sold through us.

British Bank Account Holders:

- Electronic transfer by BACS using online or telephone banking
- Cheque in the post
- Cash or cheque over the counter of any branch of Barclays bank
- Banker's draft.
- PayPal (<http://www.paypal.co.uk>) There is a premium for payment by PayPal which will equal their charges to us.

Non British Bank Account Holders

- International Money Order
- Eurogiro
- Electronic transfer using SWIFT or IBAN
- Please note that all bank charges must be paid by the buyer, including the 6GBP our bank will charge us to receive the payment
- PayPal (<http://www.paypal.co.uk>) There is a premium for payment by PayPal which will equal their charges to us.

### VAT (Value Added Tax)

Within the EC where a Vendor is registered for VAT, VAT must be paid by the Buyer.

However, if the vendor and the buyer are resident in different EC countries the buyer will not pay VAT provided he/she can produce their valid VAT registration number.

If the Buyer is resident outside the EC, VAT will not be charged provided the item is shipped by a recognised carrier and a commercial invoice and Air Way Bill is used for the export.

British customers may be interested in the following

### **Delivery**

Normally the vendor will arrange for the shipping but, with agreement, the buyer can nominate any carrier of their choice provided the item is fully insured and the nominated carrier provides online tracking facility. The vendor should inform the buyer and BB List Ltd. when the item has been despatched and also provide the tracking number to both the buyer and BB list Ltd. This is so that all three parties will know when the item is despatched and when it is delivered. Items will only be shipped to the contact postal address provided to BB List Ltd.

The Buyer will be given 24 hours to examine the item. If the item is not as described in the listings the vendor must be informed immediately too and any problems raised with the vendor and redress obtained from the vendor. This is because the sale is directly between the buyer and vendor and not the buyer and BB List Ltd. But, BB List Ltd. must be notified immediately too.

If BB List Ltd. is not notified of any problems by the Buyer within 24 hours of delivery of the item it will be assumed that the Buyer is satisfied and the Vendor will be paid by BB List Ltd.

On delivery, please examine the packaging carefully to see whether or not the package has been opened or damaged. It has been known for Customs Officers to damage items when examining them. The shipping company and the Agent must be informed immediately of any damage. Should any damage have been caused during shipping the vendor should be informed immediately so that the vendor can make out an insurance claim. BB List should also be notified of this.

It might be useful to take photographs of the damage so that the insurance claim against the shipping company can be substantiated.

The only other reason for returning the item, if it is undamaged, is that it clearly is not as described in the listing. The vendor must be notified immediately and a copy sent to BB List..

Please provide both the vendor and BB List Ltd. with an inventory of the item/s received with serial numbers and possibly photographs. BB List Ltd. must be informed within 24 hours of delivery otherwise the vendor will be paid and we will not be able to help you. No claim will be considered after that time.

**The forgoing is a guide only.  
Please see the Terms and Conditions of Business.**

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