



Distance Sales Contract Checklist

A supplier must disclose key information for a distance sales contract.

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| <input type="checkbox"/> Business name | <input type="checkbox"/> Any restrictions, limitations or terms or conditions that apply |
| <input type="checkbox"/> Business address and if different mailing address | <input type="checkbox"/> Supply date |
| <input type="checkbox"/> Telephone number, fax - if applicable | <input type="checkbox"/> Date the goods will be complete |
| <input type="checkbox"/> Email address | <input type="checkbox"/> Details about periodic payments if applicable |
| <input type="checkbox"/> Itemized purchase price | <input type="checkbox"/> Description of the goods, technical specs etc. |
| <input type="checkbox"/> Other costs such as taxes, shipping | <input type="checkbox"/> Currency the amounts are payable |
| <input type="checkbox"/> If applicable, description of customs duties, brokerage fees or additional charges | <input type="checkbox"/> Delivery arrangements, identity of shipper, mode of transportation, place of delivery |
| <input type="checkbox"/> Detailed statement of the terms of payment | <input type="checkbox"/> Cancellation, return, exchange and refund policies |
| <input type="checkbox"/> Total price under the contract, including total cost of credit | <input type="checkbox"/> Any other prescribed information |