

Checklist for agents

What must my terms of trade document include?

Does my terms of trade document do the following?	Yes	No
1. Identify that I am trading as an agent ?	<input type="checkbox"/>	<input type="checkbox"/>
2. Outline my requirements in relation to delivery ?	<input type="checkbox"/>	<input type="checkbox"/>
3. Outline any requirements I have in relation to quality of horticulture produce?	<input type="checkbox"/>	<input type="checkbox"/>
4. Identify circumstances (if any) in which I may reject produce delivered by a grower, and the period within which I must notify the grower of the rejection and the consequences of rejection?	<input type="checkbox"/>	<input type="checkbox"/>
5. Outline when I will pay the grower?	<input type="checkbox"/>	<input type="checkbox"/>
6. Does my terms of trade document include details of any insurance that I hold in respect of goods under my control?	<input type="checkbox"/>	<input type="checkbox"/>
7. Outline the basis upon which I charge commissions or agent's fees (e.g. on a percentage or fixed basis)?	<input type="checkbox"/>	<input type="checkbox"/>
8. Identify whether payment of any commissions, fees and other costs is contingent on the sale of the grower's produce (or any other event)?	<input type="checkbox"/>	<input type="checkbox"/>
9. Spell out whether I am prepared to pursue payment for bad debts of the grower and, if so, what terms apply to the pursuit of any payments?	<input type="checkbox"/>	<input type="checkbox"/>

A terms of trade document template can be found in annexure 9.3.