

**BRITISH EQUESTRIAN TRADE ASSOCIATION**  
**EAST WING, STOCKELD PARK**  
**WETHERBY, WEST YORKSHIRE**  
**LS22 4AW**  
**TEL: 01937 587062**  
**FAX: 01937 582728**

<b>COMPANY NAME:</b>	<b>MEMBERSHIP NO:</b>
<b>ADDRESS:</b>	
<b>NAME OF SIGNATORY:</b>	<b>POSITION:</b>
<b>SIGNED:</b>	<b>DATE:</b>
<b>SUPPLIER'S CODE</b> <b>Declaration of Trading Policy</b>	
<p>This Declaration is an opportunity for suppliers to set out quite clearly what their trading policy is. It will serve as an information document for Retail members and others who will make buying decisions in part based on the trading policy of suppliers. It is important therefore that suppliers are straightforward in the declaration. If subsequently, a buyer complains and a supplier is found by Council not to have traded in accordance with this Declaration, it is possible that membership may be withdrawn. The contents of this document will be made available to BETA members on request and will in due course be posted on the BETA web site. Access to the web copy of a company's declaration will be limited to BETA members only and will be password protected.</p> <p>You are advised to read this document <b>before</b> you start to complete it. This declaration should be updated annually by 1 January. No update assumes no change in policy.</p> <p>A copy of your Standard Terms and Conditions should be sent with the completed declaration. Please note that you are not required to supply revenue figures in your replies.</p> <p>Please type or print clearly. This form is available on request by email.</p> <p>Extra space for relevant comments or continuation can be found on Page 6.</p>	

SALES AND PRICES	COMPANY NAME	DETAILS
<b>Prices</b>	What is your policy over alteration of prices?	
	How do you notify customers?	
	How often do you issue price alterations?	
	In the case of a sudden price increase how do you notify customers?	
	Do you notify all customers or only active accounts?	
<b>Settlement Terms</b>	What are your terms of settlement?	
	Do you offer early payment discounts?	
	Do you impose surcharges?	
	Do you accept payment by credit card?	

		DETAILS
<b>Pricing</b>	Do you recommend retail prices?	
<b>Discounts</b>	Do you offer discount?	
	If so, are they volume/revenue or both?	
<b>Credit Notes</b>	Do you charge for restocking?	
<b>Retention of Title</b>	Do you retain title over goods until the account is cleared?	
<b>Delivery</b>	What is your average delivery time after receipt of order?	

DISTRIBUTION		DETAILS
<b>Channels of Distribution</b>	Do you supply Wholesalers and/or Retailers?	YES/NO (Delete as necessary)
	Agent	YES/NO
	Mail order to end users	YES/NO
	Internet selling to end users	YES/NO
	Internet selling, business to business	YES/NO
	Retail to end user	YES/NO
	Auctions	YES/NO
	Direct Sales to Yards	YES/NO
	Do you run a factory shop?	YES/NO
	Other	YES/NO
<b>Safety</b>	What safety standards policy do you adhere to?	

		DETAILS
<b>Clearance Sales</b>	Do you operate factory clearance sales?	
<b>Non equestrian</b>	Do you supply equestrian merchandise to non equestrian outlets?	
<b>SUPPLY</b>		
<b>Carriage</b>	Do you surcharge for carriage?	
	Do you surcharge for small orders?	
	Do you supply non VAT registered outlets?	
	Do you operate minimum opening order terms?	
<b>E-COMMERCE</b>	Does any Executive or Director (their spouse/partner or member of their immediate family) of your company have an interest in an equestrian internet business?	

RELEVANT COMMENTS:

PLEASE RETURN THIS DECLARATION, TOGETHER WITH A COPY OF YOUR TERMS AND CONDITIONS TO:

The Secretary

BETA

East Wing, Stockeld Park

Wetherby

Leeds LS22 4AW

Email: [info@beta-uk.org](mailto:info@beta-uk.org) Website: [www.beta-uk.org](http://www.beta-uk.org)

KEEP A COPY FOR YOUR FILES

PLEASE UPDATE ANNUALLY ON OR BEFORE 1<sup>ST</sup> JANUARY