Agency Agreement

Terms and Conditions

1. You are appointing OTAC Trading Ltd to act as your agent on your behalf in attempting to sell or dispose of goods that you bring to the retail outlet. Where goods are sold, a commission of 1% of the sale price +VAT will be charged for this service and deducted from the proceeds of sale.

2. You confirm the goods offered are your own to give and do not belong to another individual or organisation.

3. You agree neither OTAC Trading Ltd nor Oak Tree Animals' Charity will be responsible for any loss or damage to the goods brought in for sale.

4. You confirm OTAC Trading is instructed as your agent to donate the net proceeds of your sale to Oak Tree Animals' Charity and that it is not necessary to write to you to confirm the donations provided that the total value of the net proceeds of sale of your goods so far in this tax year has not exceeded £1,000. Once a sale is made that brings the total value of net proceeds of sale of your goods to more than £1,000, we will write to you to confirm your consent to those funds over and above the initial £1,000 being donated. You may notify us in writing at any time if you no longer wish this arrangement to apply.

5. If more than one Gift Aid donation has been made in the tax year, the value of these donations will be combined to work out the tax you will be charged. By signing this document, you confirm you are a UK Taxpayer and understand that if you pay less Income Tax/Capital Gains Tax than the amount of Gift Aid claimed, it is your responsibility to pay the difference.

6. You will let us know of any changes to your tax status and/or address contact details as provided on your declaration

7. You waive the right to claim interest that may have occurred on any cash you decide to reclaim from the sale of items.

8. Either party may terminate this agreement at any time by written notice.

Signed _____ Date: _____

Please return this completed form to:
Finance Dept. Oak Tree Animals' Charity, Wetheral Shields, Carlisle, CA4 8JA