



HELPSHEET: HOW TO LINK TERMS OF TRADE TO ONLINE BOOKING FORMS

Purpose

In this help sheet we provide you with guidance on how to link your **terms of trade** to an **online booking form** so that your terms and conditions apply at **the time of booking**.

Key Information

- Your terms of trade must be offered to your customer to view and be accepted **before** you perform the work or services if they are to apply.
- If you take bookings with an online booking form and do not issue a separate quote or estimate, your customer is forming the **contract for goods and services** at the point of completing the booking form.
- This means your customer must be able to **view and read** your terms of trade when booking services with you via an **online booking form**.
- It is also important that your website has a **privacy policy** that informs your customers about how you will **store and use** their **personal information**.
- There are a few ways that your customers can **accept your terms of trade** via an online booking form:
 - **By clicking an online link** to view the terms of trade page on your website
 - **By receiving an email confirmation** of the job booking **with your terms of trade attached** as a PDF or a hyperlink to the terms of trade page on your website
 - **By viewing the terms of trade** in a 'scrolling box' included **within the form itself**



Option 1 | Insert a Hyperlink to Your Terms of Trade Page

1	<p>Load your terms of trade to your website and create a web-address that opens the terms of trade page or PDF. See our Help Centre for guidance on this.</p> <p>e.g. www.yourwebsite.com/terms-of-trade</p>
2	<p>Add Tradie Terms recommended wording to your Booking Form and include a hyperlink to your web-page containing your terms of trade and a link to your privacy policy.</p> <p>By making a booking via this form you are agreeing to our Terms of Trade. All personal information collected via this form will be treated in accordance with our Privacy Policy.</p>

Tradie TERMS

DEMOS DRAINS

BOOK YOUR CALL OUT

Complete our Form for Your Scheduled Call Out

BOOKING FORM

Please use this form to book your call-out with DEMO DRAINS.

By placing your booking with us you accept our **terms of trade**.

Please note our rates vary depending on the nature of your booking.

We shall store all personal information collected via this form in accordance with our **privacy policy**.

Note we shall use your contact information to get in touch about your booking and shall add you to our mailing list. You may unsubscribe from our mailing list at any time.

[Switch accounts](#)

Your email address will be recorded when you submit this form

*Required

YOUR NAME *

Please provide the name of contact person if a company, body corporate or property manager.

Your answer




Option 2 | Insert your Terms of Trade into a Scrolling Window

1	Load your terms of trade into a scrolling window that appears inside your booking form to enable your customers to scroll and read the terms of trade at time of booking.
2	Add a link to your privacy policy inside the scrolling terms of trade.



CLIENT DETAILS

Company Name 

ABN

Contact First Name *

Contact Surname *

Mobile Number *

Email Address *

Address *

Work Description

> INCLUDE YOUR TERMS OF TRADE WITHIN YOUR BOOKING FORM

> ADD A CHECKBOX FOR CUSTOMERS TO CONFIRM THEY HAVE READ AND UNDERSTOOD YOUR TERMS OF TRADE

Attach photo of equipment: (if possible)

No file chosen

TERMS OF TRADE

1. **How these Terms apply** You are taken to have exclusively accepted and are immediately bound, jointly and severally (where there is more than one purchaser), by these terms of trade when any one of the following occurs:

1.1. place an order for any Goods and Services from us; and/or

1.2. accept delivery of any Goods from us; and/or

☐ I agree to the above Terms of Trade.

☐ Book Service Call/Maintenance *

☐ Approve Service Call Fee's *

☐ Agree to Payment Terms *

SUBMIT

A screenshot of a web form for adding terms of trade. The form contains three numbered sections: 91. Entire Agreement, 92. Signing Not Required, and 93. Electronic Acceptance. A red callout box with the text 'INCLUDE ACCEPTANCE WORDING AND CHECKBOX' has a red arrow pointing to a red-bordered box at the bottom of the form. This box contains a checkbox and the text 'I agree to the above Terms of Trade.'

subsequently enforce that provision.

91. **Entire Agreement** This Contract sets out the entire agreement between the parties.

92. **Signing Not Required** It is not necessary for this Contract to be signed by the parties. The acceptance of this Contract is evidenced by the completion of the booking arrangement and discussions you have had with us in relation to the Quoted Services or works.

93. **Electronic Acceptance** The parties agree that any legal requirement for a signature may be satisfied by electronic acceptance.

☐ I agree to the above Terms of Trade.

Troubleshooting: If you don't have a privacy policy, Tradie Terms offers a 'Website & Privacy Policy Kit'. [Visit our Store to purchase.](#)

END OF HELPSHEET