

## **RCPAQAP Terms of Trade**

### **Payment**

All prices displayed are in Australian Dollars **\$AUD** and should be paid in Australian Dollars. Invoices must be finalised and **paid within 30 days**. If payment is not received within 60 days, RCPAQAP will withhold access to all reports and online submission of results until such time as the invoice is paid.

If payment is still not received by 90 days RCPAQAP will suspend all services (no survey material or reports will be issued). A laboratory is considered not enrolled until payment has been received and an Enrolment Certificate is issued. Australian participants are reminded that NPAAC requirements state that “pathology laboratories must be enrolled in external quality assurance” to meet their accreditation requirements.

Failure to pay within these terms will result in the cessation of delivery of material and reports to the participant.

RCPAQAP reserves the right to vary the Terms of Trade.

### **Refund Policy**

Invoices must be checked carefully as no refund will be paid on invoices greater than 30 days or where survey material has been dispatched. The full amount of the invoice will be payable, if a cancellation is received after 30 days or after material has been dispatched.

If participants do not provide the required information for a Refund (account and banking details) within 30 days, RCPAQAP reserve the right not to make the payment.

### **Pro-Rata Rates**

Pro-rata rates apply on any enrolments after March of the current enrolment year. Approval will be required by RCPAQAP to determine sample availability. If samples are available the following rates will apply;

- Enrolments for 6 or more months, the full (100%) year enrolment cost
- Enrolments for less than 6 months, half (50%) of yearly enrolment cost

### **Certificates**

A fee of \$50 will be charged (per copy) for hard copy of certificates.