

## EFTPOS Usage & Charges:

At each Koorie Night Market, extra sales are generated through the credit card facilities offered. We anticipate this will continue so we will endeavor to provide EFTPOS services at each market.

EFTPOS and Credit Card facilities for the markets are provided by ETWA, a Melbourne based volunteer organization. This service is provided FREE OF CHARGE (except for bank fees) to ensure stallholder maximize sales opportunities. All stallholders will have access to this service and the following charges will apply:

EFT Debit Card transaction (each) \$1.00

EFT Credit Card transaction (each) \$1.00 PLUS 2% of the total sale

Fees will be calculated and deducted from the total value of EFT sales.

Example: A stallholder sells 2 paintings at \$100 each and customer pays by Visa Card  
The total fees to be charged to stallholder is \$3  
Total to be transferred to the stallholder bank account is \$93.00

### CONDITIONS:

- Stallholders **must** register to use the service (see registration form overleaf)
- Money from EFTPOS sales will be transferred via electronic transfer to a bank account nominated by stallholders within two working days of the market. NO CASH OR CHEQUES WILL BE PAID AT THE MARKETS
- A copy of the terms, including a breakdown of fees, will be provided to stallholders wanting to use the facility prior to the commencement of the market.

### EFTPOS Instructions

If a customer wishes to pay via EFTPOS, whether debit or credit card the following steps should be taken:

1. Complete a Koorie Night market EFT Purchase voucher. The vouchers are set up with Carbon paper so ONLY the TOP copy has to be filled in. Tear off the BOTTOM VOUCHER (Stallholder Copy) and keep for your records.
2. Do not give the customer the goods at this time.
3. Give customer the voucher and direct them to the EFT Sales Desk which will be located in the foyer at the Town Hall for the payment to be processed.
4. Once the transaction has been completed the customer will be given their EFTPOS receipt, which will be stapled to their copy of the EFT Voucher as proof of purchase. They will return to your stall to SHOW you that payment has been completed at which time you can give them the goods. (Please note the EFT receipt is to be retained by the CUSTOMER)

Customers - keep the top voucher that will be attached to the EFTPOS receipt.

Stallholders - keep the stallholder copy for their records.

ETWA - keep the office copy to enable calculation of stallholder EFT sales reimbursements.

ETWA will provide you with a statement that will include a breakdown of each sale, the associated fees and the balance payable to your nominated bank account. This will be forwarded the same day as the payment is made to your account.

If you have any queries see the staff on the EFT Payments Desk at the Market.

Remember ONLY the top copy has to be completed.

