

Longaberger Australia Policies & Procedures

The policies and procedures are different in the Australia Longaberger Business Opportunity than in the U.S. Longaberger Business Opportunity, such as:

- Different Product Line
- Different Order Processing Procedures

How to Submit a Show

All show orders shipping to Australia will need to be entered into the Order Processing Excel Document. Once the order is complete in the Excel document, you will need to save the document and email the saved file to consultantcare@longaberger.com.au (Currently, no WebExpress orders, online orders or manually mailed orders can ship to Australia.) Orders submitted directly to the company can only be paid via credit card. Show orders submitted will be billed the entire amount in Australian Currency and your 25% commission on guest sales (*minus the built in 10% tax*) will be paid out on a commission payout cycle in Australian Currency. Commissions are paid out once a month on the 2nd Friday following month-end. Commissions will be deposited into your PayPal account on file.

How to Submit a Single Order

Not all orders must be placed on a show. To order a product(s) without using Host Benefits, you can complete the order in the Excel document and email the saved file to consultantcare@longaberger.com.au to place your order.

Products

Please refer to the sell sheet (flyer) for all the available products in Australia. The sell sheet provides the product ID #s, descriptions and prices. U.S. products are currently not available for purchase at this time, but will be available in April 2014.

Exchange Rate

The exchange rate will be based on Australian Currency for purchased products, commission and overrides (*commissions are paid based on guest sales minus the built in 10% tax and overrides are paid based on override sales minus the build in 10% tax*).

Home Consultant Websites

At this time, all Home Consultants (including Australian Consultants) receive a myShop site. This site can only ship within the U.S. All orders shipping to Australia will need to be processed via the Excel Order Processing Document and emailed to consultantcare@longaberger.com.au.

Shipping Rate

The shipping and handling rate for Australia is 10% of the total retail price with a minimum of \$15 (which ever is greater).

Shipping Timeframe

Once your order has been submitted to the company and payment has been processed, it will ship from our warehouse in Australia within one week. *Note: There may be an occasion that we are waiting on the product to be received into our Distribution Center in Australia from the U.S. and the order may be delayed.*

Taxes

Australia sales tax is included in the retail price of the product (10%).

Dream Builder Career Plan

Australian Home Consultants will have the same opportunity as U.S. Home Consultants to build their business and move into a Leadership role. Since we have opened the opportunity for “cross-border sponsoring” everyone both U.S. and Australian Home Consultants have the opportunity to build their team, earn additional income and move into a Leader role based on the criteria outlined in the Dream Builder Career Plan.

MyLongaberger.com

Australian Home Consultants will have the same visibility to myLongaberger.com as U.S. Home Consultants. Australia orders submitted will not be viewable on myLongaberger.com; however, the sales will be posted once a week by Friday.

Company Guidelines

An Australian Home Consultant will have different Company Guidelines than the U.S. Home Consultant. [Click here for the Australia Home Consultant Guidelines.](#)

Returns – Replacements and Shortages

In the case you need to replace an item because of damage in shipment or an item was missing from your order, please email consultantcare@longaberger.com.au.

Month-End

Australian orders submitted by 11:59:59 p.m. on the last day of the month (Australian time/day) will be counted for month-end.