

### The 2017 BIFA Standard Trading Conditions – a short guide

- The BIFA STC are available from the BIFA website. If you have difficulty signing in please contact Spencer Stevenson – [s.stevenson@bifa.org](mailto:s.stevenson@bifa.org)
- The STC are available as detailed documents or as one-page A4 size for the back of letterheads, bills of lading etc.
- There are separate copies for Scotland or Northern Ireland.
- We are no longer providing printed copies for sale but there is a printer version on [bifa.org](http://bifa.org) so that you can arrange to print your own glossy copies if required.
- There is no need to switch to the new STC immediately and existing stationery stocks can be used.
- The new STC provide enhancements so there is nothing in the old STC that is out of date.
- You decide when you are going to switch to the new STC however we recommend this is done as soon as possible.
- If you are going to switch to the 2017 STC be sure to speak to your liability insurer first.
- If you link to the BIFA website so that customers can click through to read the 2017 STC be sure you have checked the URL is correct.
- Ensure that you notify all of your existing customers that the new STC apply and from what date.
- Read the [BIFA Good Practice Guide on incorporation of the STC](#) ([bifa.org](http://bifa.org) > Information > Good Practice Toolbox). The guide is currently being updated but the principles of incorporation remain unchanged.
- Circulate the July 2017 BIFAlink article to all staff that deal with the BIFA STC.