

# PROCENTEC

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## Ordering conditions (effective 1 September 2009)

**Please use this as a checklist before sending a purchase order.**

When ordering make sure on the purchase order the following items are clearly described and/or taken into account: (we prefer a fax with signature of the purchaser):

- (1) Complete company name (and division if applicable)
- (2) Complete delivery, contact & invoice address information
- (3) Your purchase order number (used for invoicing reference)
- (4) For the transportation of goods, certain courier costs are involved:

Netherlands:	no shipping costs
Belgium and Germany:	EUR 25
Europe (within EU)	EUR 50
Europe but outside EU:	EUR 100
Rest of the world:	provide your courier account number (DHL, FedEx, UPS or TNT).

You can also order your freight forwarder to pick up the parcel.

**Please note: all shipments outside the EU are shipped EX WORKS Wateringen, according to Incoterms 2000.**

- (5) Items and quantities desired (preferably with subtotals if multiple items ordered)
- (6) Courier costs (if our courier is to be used). Courier costs are excluding insurance (if insurance is requested, please add 1% of goods for covering these costs)
- (7) For payments by check we need to add a surcharge of 30 EURO due to bank handling costs
- (8) For credit card payments we need to add a surcharge of 3 % over the total sum due to credit card company transaction costs. Either add these surcharges or acknowledge these costs. Also don't forget to mention: the credit card number, credit card type (we only support VISA, MasterCard & American Express), expiration date, CVC code and credit card holder name.
- (9) If your company is within the EU (European union) we will need your company Tax number (VAT/MwSt/TVA/IVA) code due to EU tax legislation (e.g. ours is NL816153073.B01)
- (10) For small quantity orders (amounts less than 250,- EURO) we charge additional administration costs of 15 EURO,-.
- (11) Total invoice amount (items + all applicable surcharges)

### Our primary payment and quotation conditions are:

- (1) Payment within 30 days of invoicing
- (2) Validity of a quotation is 30 days
- (3) All prices are excl. any sort of (VAT, import-, export-) taxes
- (4) All shipments outside the EU are shipped Ex Works Wateringen (Incoterms 2000)

After delivery of the goods you will receive an invoice with all necessary financial information (bank name, account nr. IBAN, SWIFT, VAT/TAX number etc) and address information for your further administrative handling.