

PROCENTEC

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Ordering conditions (effective 1 August 2006)

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
Europe (within EU)	25,- EURO (Within Europe but outside EU: 35 EURO)
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 are EX WORKS, 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 & credit card holder name.
- (9) If your company is within the EU (European union) we will need your company Tax number (VAT/Umsatzsteuer/TVA/IVA) code due to EU tax legislation (e.g. ours is NL8058.98.621.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 this quotation is 30 days
- (3) All prices are excl. any sort of (VAT, import-, export-) taxes
- (4) All shipments are Ex Works (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.