

# Standard Operating Procedure (CIF – ESCROW)

## AIRCARE + PRODUCTION AND DISPATCH PROCEDURE

1. All parties sign NCNDA
  2. Buyer provides LOI. Seller replies with SCO followed by Purchase Contract
  3. Buyer and seller sign accepted Contract, returned in PDF with Pro forma Invoice and statement of supply
  4. Seller provides FCO and production commitment schedule agreement and Buyer funds escrow every month representing in the delivery as per production schedule
  5. Seller acknowledges confirmation of funded escrow account
  6. Production and Packaging starts
  7. Product will be ready at factory warehouses
  8. Factory issues Packing list
  9. Factory orders freight forwarders and brings containers
  10. Buyer orders „Pre-Inspection“ service from S.G.S., and S.G.S. inspects Boxes and Cartons at the factory warehouses
  11. S.G.S. takes note of batch numbers
  12. S.G.S. releases the cartons per container to be loaded while supervising the loading
  13. S.G.S. seals the container and takes down the seal number
  14. S.G.S. issues a certificate of the product loaded in the container - S.G.S. report for quantity and packing, and releases to the Buyer
- \* S.G.S. pre-inspection is only available on orders over 10000 units
15. Buyer works with a quality assurance firm to inspect product quality (this is optional)
  16. Freight forwarder issues H.C.L. (bill of collecting the container) and takes the container to the port, releases it to the shipping company, and customs clearance
  17. When the container is on the ship, the shipping company issues a Bill of Lading
  18. Factory/seller releases a copy of the Bill of Lading to the Seller, which Seller releases to the buyer or bank to bank
  19. Seller issues invoice to the buyer along with packing list, B.O.L.
  20. Seller delivers the goods to the shipping company according to the delivery schedule and arranges for the goods to be brought to the ship
  21. Permitted cargo ship (B/L) 5 days free time for all containers in the cargo port
  22. Buyer is responsible for the payment of all costs related to the „Pre-Inspection“ S.G.S. Report at the port of destination
  23. 100% of payment for each month's total value of goods will be released from the escrow account after the arrival of each shipment at the Port of Departure, after Seller provides bill of lading, and packing invoice to Buyer, and before the goods are loaded on the freight vessel
  24. MOQ 1000 unit

# PRODUCTION AND DISPATCH REQUIREMENTS

ORDER NUMBER:		DATE:	
<b>APPLICANT INFORMATION</b>			
Company Name:		DUNS Number:	
Address:		Website:	
Point of Contact:		Phone:	
		E-mail:	
Representing Entity:		Contact Name:	
		Phone:	
		E-mail:	
Is your Cage Currently Funded?		Yes:	No:
Do you require 3 <sup>rd</sup> Party Financing?		Yes:	No:
Do you prefer to escrow or LC?			
<b>PRODUCT REQUIREMENTS</b>			
AirCare+ Mask Model:			
Colour:			
Quantity:			
Filter Packs:			
Destination Country:			
Weekly:		Monthly:	
FOB, CIF or DDP:		Spot Contract:	
Production Contract:		Single Purchase:	
<b>DELIVERY/PAYMENT TERMS</b>			
FOB, CIF or DDP Pricing:			
Expected Delivery Time:			
Port of Choice:			
Final Delivery Address:			
Warehouse Manager Point of Contact:		Phone:	
		E-mail:	
Logistics Coordinator Point of Contact:		Phone:	
		E-mail:	
Shipping Preference:	Description:	Select <b>x</b>	
Option A	100% by Sea		
Option B	10% by Air & 90% by Sea		
Option C	100% by Air		

PLEASE NOTE: It is important that you complete all parts of this application.  
Please enter N/A if a section does not apply to you.