

Order Operating Process and Conditions (OOPC)

Thanks for your order.

We would follow below process and conditions to operate the order and manufacture the massive goods.

1. Process:

- 1.1 The draft of the contract or PI would be sent to negotiate the conditions of orders.
- 1.2 If all conditions confirmed, we would provide an official contract or PI signed and stamped. And we need you to sign one copy back.
- 1.3 The order would start after receipt of deposit payment by T/T. The manufacturing order would be authorized by our account manager's signature. So for all payments, please send us one copy of bank slip. We need it to check with our bank and make it in our order records.
- 1.4 The rough order schedule would be available in next 7 days.
- 1.5 The shipping mark and forwarder details would be required now. Please provide them to us soonest, we can arrange to order the cartons and contact the forwarder for goods loading and shipment booking.
- 1.6 We would update the order status for material ready, manufacturing process and make inspection for goods finished.
- 1.7 If there is logo on the products, it's strongly required that you can offer us the official authorization letter of it. The unauthorized logo would have high risk to have problems while custom clearance. We would not afford any costs and shipment delay caused by unauthorized logo.
- 1.8 The massive goods pictures would be available after order production finished. The massive goods quality would be based on AQL 2.5/4.0 standard if no further requirements.
- 1.9 For the shipment by air, we need to receive full payment before goods loading.

For the shipment by sea, we would arrange the copy of Bill of Lading for balance payment in 7-10 days after goods departure.

- 1.10 After receipt of full amount of order, the original documents would be sent by our courier account. The tracking number would be advised after parcel delivery.

2. Conditions:

2.1 Samples

Order confirmation is based on sample's official confirmation. Samples confirmed for order would be the standard of the massive production. We would follow all details the same as sample confirmed. Any change and amendment from the buyers during production would bring heavy additional costs (material, labor costs) and delivery delay, which would be afforded by buyers.

If the samples not confirmed, we would put the order under RED STATUS. It would follow high risk while massive production. And it would bring many problems on manufacturing, delivery etc. This order would under careful and special operation. Please try to avoid this situation.

2.2 Brand (logo)

If the item has logo on it, it's better to have logo owner's official authorization letter with signature. We would ask you to provide this document before the goods loading and shipment.

If you insist on no authorization letter to us and ask us to arrange the shipment, all costs and risk caused by logo would be on your account.

China Custom runs random checking on goods exporting. So if they find out the logo, they would ask us for the logo authorization documents. If we can provide it, the goods would be released. Or the goods would be regarded as unauthorized and the goods can't be released. That would be a very big problem here.

So we strongly ask for the logo official authorization document before shipment.

2.3 Payment

Presently, we only accept T/T as payment.

If the shipment by sea, our payment condition is 30% deposit, the balance against copy of Bill of Lading.

If the shipment by air, we need 30% deposit, the balance before goods loading to the forwarder. We would offer the massive goods pictures.

While order, we can agree to change the FOB TERM TO CNF or CIF term. That has to be informed and confirmed before the goods loaded out. And if the shipment changed to by air, the payment term would be changed accordingly.

2.4 Delivery

All orders delivery would be on time. The delivery would be confirmed before order confirmation.

If the order delivery requires moving ahead, please inform us in 7-10 days after order confirmation. We would check and confirm you whether we can make it. And it possibly brings additional costs.

Chinese Festivals affect the order delivery.

Please pay attention to two Chinese Festival Holidays: they are National Day Holidays and Chinese New Year Holidays.

1st to 7th Oct. is Chinese National Day Holidays, it's official holidays for all governmental departments, including banks, China Custom. So the delivery must be arranged before or after this festival.

Chinese New Year Holidays would take around 30 days, longest and biggest festival in China. All Chinese people would put it on first position. Usually it's in February. Longer delivery time would be required during this period.

Yours Sincerely,

CENTRALRIVER

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