

# PROCEDURE

## 1. Buyer send the Letter of Intent

**Please be informed that we start working only after receiving LOI or at least full banking co-ordinate with authorization of soft probe ( Letter of Intent sample )**

## 2. Price & Availability Checking

After receiving the proper fulfilled Letter of Intent (LOI) we check the price and availability of your request and inform you about the result.

Please bear in mind that usually we are able to quote the products within 25<sup>th</sup>-30<sup>th</sup> of each month for the following month of production/shipment.

## 3. Seller send Proforma Invoice & Commercial Contract

In case of available production booking schedule/capacity and positive & signed feedback from manufacturer we will issue/send to you the Proforma Invoice & Commercial Contract.

For a successful and smooth transaction, we recommend you to try your best to stick with the enclosed terms and conditions.

Of course we will do each and every effort to respect your market/country/company constrains or conditions but we also must respect our manufacturer(s) working procedure.

**For avoiding different issues which may occur , it is extremely useful to let us know before hand your company/your bank draft of the L/C**

Our terms and conditions are designed to meet both way interests of the parties when doing business in Romania. So It is extremely useful to let you know before hand your company/your bank draft of the L/C.

## 4. Buyer sign-stamp-return PI & CC

Your booking(s) is fully confirmed only after receiving the signed-stamped Proforma Invoice and Commercial Contract along with the expected Letter of Credit (L/C) release date.

If the PI&CC expiring dates are not respected this may kill the deal. So is vital to let us know your bank usual time for LC releasing.



**Kosh Chemicals Romania**  
**Your Romanian Chemicals Source**

## **5. Buyer open the necessary funds**

Payments must be only :

- 100% Payment in Advance (Telegraphic/Transfer (TT)) - **discounted**
- Irrevocable and Confirmed Letter of Credit at Sight.

Please advise your bank to follow the agreed Proforma Invoice and Commercial Contract so no additional banking features are added without a previous agreement.

We do accept to be notified by a third bank but this will result in unnecessary additional expenses and time wasting so kindly try to simplify the process by asking our bank to confirm it.

Transferable LCs is not accepted. No other payment tools accepted.

## **6. Shipment Commences**

By the moment we are notified by our bank, we do proceed on export formalities from documents to physical delivery.

Transit time varies according to the railway traffic, production and manufacturer loading station charge. If time is critical for you we can arrange container by truck delivery at extra-charge.

As per maritime shipping line used we may provide with online order tracking.