

## PROCESSING AND SHIPPING OF ORDERS

1. Client of BEAST – Global Tool Company is a person or company, which accepts our **Conditions of Sales**.
2. Orders are accepted by e-mail ([sales@beast-tools.com](mailto:sales@beast-tools.com)) or fax (+48 81 740 24 04).
3. The order has to consist of:
  - a. full name of the ordering company
  - b. VAT number (for EU clients)
  - c. full address: street, number, post code, city
  - d. phone, fax and the name of the ordering person
  - e. date

Data a-c are used for invoicing as 'bill to' address. If the shipping address is different than the billing address, the order has to show also 'ship to' address.

4. The body of the order consists of 2 columns: **the catalogue code** of the item **and the number of ordered pieces**. For to avoid mistakes, please, use the name of the item as well, or use the standard BEAST order form.

### Example of an order:

Victor Bykovski  
VIBYK Co. Ltd.  
Wholesalers Str. 123  
252525 KYIV, UKRAINE tel.: +380 44 1234567 fax: +380 44 7654321 e-mail: [victor@viby.ua](mailto:victor@viby.ua)  
28.3.08

code	quantity	name
154060	600	side cutting plier 145 mm
588040	480	hole saw

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Please, make the order ready on 31.3.08, our truck will come after 14.00.  
Viktor Bykovski

5. We confirm your order by return fax/e-mail consisting of PRO-FORMA INVOICE with full packing information, weight, terms of shipment/delivery and payment. The ordering company is requested to return by fax the signed (confirmed) PRO-FORMA, which is treated as a **contract of sale**.
6. BEAST sells **only full cartons** of goods. The number of pieces per carton is listed in the current price list.
7. The minimum effective order value is **EUR 1000**.
8. Orders are ready for shipment within 48 hours beginning from the faxing the confirmed PRO-FORMA.
9. The orders are made ready for shipment on wooden pallets (80x120cm). Buyers are expected to have as many empty pallets for exchange, as many pallets is to be loaded on the truck. If the truck does not have empty pallets for exchange, we charge extra 4 EUR for each non-returned pallet.
10. BEAST loads the trucks from 8.00 till 12.30 and from 13.00 till 16.30 (on Friday – until 15.30). We load only full pallets using forklift. Displacement of the pallets inside the truck is the duty of forwarder. We do not charge trucks manually.
11. If the buyer takes the goods by his own transport, the truck has to fulfill EU Customs regulations (sealing possibility). In a case of groupage freight, the time of clearing Customs is dependent on Customs Office, but whole the procedure is performed at BEAST. We load and clear the sealed truck on the same day if it comes at 8.30 AM. Unsealed trucks can be loaded and cleared at any time between 8.30 and 13.00 within 1 hour.
12. We reserve the right to request deposit of VAT amount (22%) of the invoice value. That amount is returned to the Client when we get the Customs confirmation of the effected export.

11.4.08