



STANDARD SALES & PURCHASE PROCEDURES

In order to enable us to perform a secure and fast operation, we are providing our customers with our standard in force sales and purchase procedures, the way we use them in most of our operations. However, for some particular sales, it should be possible to agree some minor changes after the below basic wording. Our standard selling procedures have been designed to ease up the essential documentary relationship between seller and buyer and have been drawn for easiness and simplicity.

Our general procedures are as follows

1. BUYER PLACES ENQUIRY DIRECT OR VIA ONE OF OUR REPRESENTATIVES

Buyer has to issue, on his own letterhead, a Letter of Intent (LOI) as detailed as possible including, company coordinates, detailed description of the desired product, destination & delivery coordinates and suggested payment terms.

2. SELLER WILL ISSUE SOFT QUOTE SETTING OUT PRICE AND TERMS

Our company will answer with a detailed Soft Quote, including product description, technical specifications, packing details, suggested types of delivery and prices. If possible, we'll incorporate to our soft offer photographical details of product and packing. Payment procedures will be also included.

3. BUYER ISSUES ORDER CONFIRMATION OR PURCHASE ORDER FORM AND COMPLETES ACCOUNT APPLICATION FORM

Buyer and seller to this point agree definitive terms, conditions, price, payment method, shipment dates and other matters to mutual satisfaction. Buyer has to provide detailed bank account coordinates. Please, have in mind that if the buyer's bank is not one of the TOP 50 world banks, it will have to be confirmed by one of those TOP 50 banks.

4. LORIAN MARKETING LIMITED WILL ISSUE SALES CONTRACT WITH FULL BANKING DETAILS

Together with the sales & purchase contract. LORIAN will provide a detailed template for the agreed payment method –usually an at sight Letter of Credit-, formerly approved by our banks.

5. BUYER & SELLER SIGN SALES CONTRACTS

EDT copies of the reciprocally signed contract will be forwarded to the parties and, if desired, Hard (paper) Copies of the contract will be signed and sent by courier.

6. SELLER ISSUES PRO FORMA INVOICE

7. THE BUYER ISSUES HIS PAYMENT INSTRUMENT

8. SELLER WILL PREPARE AND SHIP THE ORDER IN ACCORDANCE WITH THE CONTRACT