



ThaiCraft Fair Trade Co.,Ltd.

242 Akhan Songkroh Road, Sai 15

Toong Wat Don, Sathorn, Bangkok 10120, Thailand

Tel : (662) 676 0636 Fax : (662) 286 0675

e-mail : gifts@thaicraft.org

Website : www.thaicraft.org

GENERAL TERMS AND CONDITIONS FOR CORPORATE GIFTS SALES

MINIMUM ORDERS:

ThaiCraft will fulfill orders under the terms and conditions set out below on single shipment orders totaling at least fifteen thousand Baht (Baht 15,000) in value. For orders of less value, ThaiCraft will make a fixed charge of one thousand Baht (Baht 1,000) per order to cover extra handling and delivery costs. However, we do not accept total purchase orders of less than five thousand Baht (Baht 5,000).

The products shown in the catalogue are the representative samples of what ThaiCraft producer partners can actually produce. ThaiCraft cannot guarantee the products are available at all time. In such case, a new production is requested. Minimum orders on individual products vary according to production processes and capacities. This information will normally be given in our catalogue with each product item. Alternatively, please confirm these with your ThaiCraft Account Executive.

MAKING AN ORDER:

Purchasers are requested to provide orders in a clear format using, as much as possible, English/Thai words that are universally understood. If specific colours are requested, please try to include colour samples. Please make sure you give the ThaiCraft product code for each item and, if available, a picture and/or a description with dimensions as a double check. ThaiCraft and our producer partners really want you to receive each as you wish it to be. For them, any detail you can supply is helpful. ThaiCraft will check each order and immediately inform the customer if there is any needed for clarifications or extra details or if there has been any recent revision in the product prices. Orders should also clearly state the desired delivery time and the preferred method of delivery. ThaiCraft will respond on what it considers a realistic delivery time and will also recommend packing and delivery method, if this is requested.

PRO-FORMA INVOICE:

On receipt of a customer's order, of which prices are provided in ThaiCraft's quotation, and after any clarifications or revisions have been addressed, ThaiCraft will issue a Pro-forma Invoice (PI) setting out the order as it will appear in the final invoice. This PI is sent by email (.pdf format) or by fax (if requested) to the customer, who is asked to sign the PI as a contractual approval and return it to ThaiCraft by either email or fax. Production will commence only when the approved PI is returned and the agreed advance payment is received by ThaiCraft. The projected lead time for a completion of any production also starts at this time.

PRICE:

ThaiCraft provide price quotations, with a clear written format, in Thai Baht which excludes value added tax (VAT) due to the Thai tax law. The current VAT rate is 7% but this can change at any time.

EXTRA DOCUMENTATION:

ThaiCraft will try to obtain documents as requested by the purchaser. ThaiCraft's prices do not normally include additional documentation such as independent verification tests (silver content, gemstone identification, AZO-free dyes, etc.). For these documents, the purchaser agrees to pay a service charge (minimum Baht 500 per document but please confirm).

PACKING:

ThaiCraft provides reasonable bulk packing in delivery carton. Where items need to be individually packed, with or without a purchaser's provided labels, this is an extra cost unless ThaiCraft states this is already included in the quoted price. Where a product is fragile, individual and bulk packing may be required. In such cases, ThaiCraft will recommend a suitable packing method and quote for any extra charges to the purchaser.

ThaiCraft will not be responsible for any breakages or other damages to products in transit unless it can be clearly demonstrated that it was as a direct result of ThaiCraft's negligence in reasonable packing, from poor workmanship, or careless delivery if this was arranged by ThaiCraft.

DELIVERY DATE:

When ThaiCraft agrees on a production lead time, it does so from the date on which it received the advance payment requested in the Pro-forma Invoice. Unless otherwise clarified well beforehand (preferably with the original order, "delivery" means the approximate date of goods dispatched from Bangkok (i.e. not arrival to the purchaser). Both ThaiCraft and the producer partners will do their best to keep to production schedules and in most cases manage to do so. If occasionally unforeseen circumstances force a production delay, ThaiCraft will keep the customer informed and give a new estimation of a delivery date. ThaiCraft cannot be responsible for any delays caused by sudden accidents during the transit.

DELIVERY METHOD:

The price quoted by ThaiCraft is for self collection at our office in Central Bangkok (Sathorn Area.) However, ThaiCraft will arrange the delivery service if requested. Purchasers must provide clear and written instructions for delivery. Please see the delivery method and rates below:

- For Bangkok area (with Bangkok Postcodes),
 - Messenger & Courier: 300 – 1,500 baht per trip depending on distance and product volume.
 - Registered Mail and Express Mail Services (EMS): Charge according to actual cost. Please note that some delivery options are not available for some product types

- For area outside Bangkok,
 - Messenger & Courier: 1,500 baht onwards per trip. Please confirm these with your ThaiCraft Account Executive
 - Registered Mail and Express Mail Services (EMS): Charge according to actual cost. Please note that some delivery options are not available for some product types

Any delivery outside Thailand will be considered as an Export Order and have to be ordered under the terms and conditions for ThaiCraft Export Customers

TERMS OF PAYMENT:

ThaiCraft requests an advance payment, payable within seven (7) working days on confirmation of an order (i.e. signed return of ThaiCraft's PI-see above), to at least 50% of the order value, unless another arrangement has been agreed. The remaining 50% balance payment should be settled after quality control in the purchaser's warehouse or checking unit.

For sample orders, ThaiCraft will notify the purchaser on completion and price quotation of the order and will not deliver goods until the 100% balance payment has been received from the purchaser, together with any additional charges that have been agreed.

Invoices are payable within one month of despatch. For late payment on all orders, 3% interest per each month will be applied.

PAYMENTS AND BANK TRANSFER:

Payment should be made to ThaiCraft Fair Trade Company Limited through one of its bank accounts, details of which are shown below. ThaiCraft accepts cash, cheque, or credit card (VISA and MASTER CARD) if paying at the ThaiCraft Fair or ThaiCraft Office. In the case of telegraphic transfer (T/T), a copy of transferring receipt is needed to confirm the payment. ThaiCraft will not consider this as being paid until it has been fully cleared in cash or by deposit in ThaiCraft's bank account.

SAMPLES:

ThaiCraft only sends sample products of products which appear on our most current catalogue and only on request. A sample of most of ThaiCraft's products can be requested for order consideration purposes only. If samples are sourced from ThaiCraft's retail fairs or from ThaiCraft's retail stocks, the full retail price in Thailand is payable, plus VAT if not already included. ThaiCraft requests payment of samples at retail price (plus Thai VAT, if applicable). Minimum quantity of orders on individual sample products varies according to production processes and capacities. This information will normally be given in our catalogue with each product item. Alternatively, please confirm these with your ThaiCraft Account Executive.

PRODUCT DEVELOPMENT:

ThaiCraft may be willing to consider producing a sample product of 1) a design in past catalogues, 2) a design outside the most current catalogue or 3) a customer's own design, only if the producers involved are willing to pursue with the request. If

agreeable, a development charge deposit (in addition to the actual price of sample product) will be required according to type of product development as follows:

- A) Minor Development: a development charge deposit of at least one thousand five hundred baht (Baht 1,500) per producer group* payable in full in advance.
- B) Major Development: a development charge deposit of at least three thousand baht (Baht 3,000) per producer group* payable in full in advance.

ThaiCraft and our producer partners reserve the right to identify the type of product development and the actual development charge of the product being requested. The request must be accompanied by a design brief (including visuals) that is as detailed as possible. ThaiCraft will not produce more than three adaptations or corrections of any design unless there is a higher minimum quantity of orders on individual sample products. In this latter case, that required minimum quantity must be produced. The development charge deposit will only be refundable if, consequentially, an order for a product from the sample of the specific producer group of no less than 8,000 Baht is made by the same customer within six (6) months of the final sample being shipped. (However, total purchase orders must be subject to a minimum value-see above).

* producer group = any one of the supplying partners of ThaiCraft-usually with one type of craft skill

Please give the following details to your transferring bank:

ThaiCraft Fair Trade Co., Ltd.
242 Akharn Songkroh Road, Sai 15
Toon Wat Don, Sathorn, Bangkok 10120 Thailand
Tel: +66(0)2 676 0636
Fax: +66(0)2 286 0675

Email: gifts@thaicraft.org

- **ACCOUNT NO. 715-2-37687-6 (Savings account)**
KASIKORNBANK PUBLIC CO., LTD.,
For THANON CHAN BRANCH
1 Soi Kasikornthai, Radburana Road
Radburana, Bangkok 10140 Thailand
- **ACCOUNT NO. 219-0-45716-4 (Savings account)**
BANGKOK BANK PUBLIC CO.,LTD.,
For TROK CHAN BRANCH
333 Silom Road, Bangkok 10500 Thailand
- **ACCOUNT NO. 036-0-03331-8 (Savings account)**
KRUNG THAI BANK PUBLIC CO.,LTD.,
For THANON CHAN BRANCH
35 Sukhumvit Road, Klong Toey Nua Subdistrict,
Wattana District, Bangkok 10110