



**FABRYKA NACZYŃ KAMIONKOWYCH
"MANUFATURA"
SMOLEŃSKI & ZWIERZ**

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**REQUIREMENTS OF PLACING ORDERS AND SALE
IN STONEWARE FACTORY "MANUFATURA" SP.J.
SMOLEŃSKI & ZWIERZ in Bolesławiec, POLAND**

Dear Sir or Madame

Thank you for being interested in our products. We hope to have a chance to create a long and productive co-operation thus we would like to present the requirements of ordering and selling in our firm.

OFFER

F.N.K “MANUFAKTURA” Sp. j. offers to sale hand-formed and decorated by the use of stamping technique high quality pottery.

All our new products and patterns are presented on the attached CD-catalogue and on our web-side www.polish-pottery.com.pl

The choice of the pattern and the product can be separate, which means that every item is available in every pattern.

There is not any pattern and product limit in our firm.

ORDERS

Orders can be placed by post, fax, e-mail.

Your signature is required under your order.

We accept orders worth minimum 5 000 euro.

There is no quantity limit.

F.N.K “MANUFAKTURA” accepts small orders worth less than 5 000 euro only by on-line.

During 14 days since we have received your order we qualify or approve the nearest term of realisation.

Time of realisation depends on the size of the order and it takes about 3-4 months.

PRICE-LIST

F.N.K “MANUFAKTURA” price list is valid for one calendar year.

We inform about any changes of prices relatively early.

Orders placed before the date of changes will be calculated in old prices.

Customers have right to discount according to the table below.

<i>ORDER'S WORTH</i>	<i>DISCOUNT</i>
FROM 5 000 TO 10 000	5%
FROM 10000 TO 20 000	10%
OVER 20 000	15%

Discount of 2% will be applied to payments in cash or by wire transfer no later than 7 days of shipment departure.

TRANSPORT

All the transport costs are paid by the customer.

With orders worth over 5000 euro F.N.K “MANUFAKTURA” pays the clearance costs.

MARKS AND TICKETS

There is a trade-mark of F.N.K “MANUFAKTURA” on every stoneware product..

In particular case except for the trade-mark there is also the mark of the pattern creator.

Every box has got a summary ticket with:

- the name of the customer,
- the name of the producer,
- the name and code of the product,
- the symbol of the pattern,
- the quantity of the item,
- the number of the box,
- the kind of product.

PACKAGE

Our products are packed in a summary boxes according to F.N.K “Manufaktura” standard of packing.

With bigger quantity of boxes, they are put on the pallets for better protection of the products.

Pallets meet the requirements of disinfection.

Products are protected from damage thanks to the foil, paper, cardboard separators and foil with air-bladder.

According to the wish of the client we can change our package system at an extra charge.

QUALITY

We offer goods of high quality (I quality).

We reserve the right to execute the order in 80% of I quality and 20% of II quality products.

The difference of price between II quality and I quality is 10%.

I quality products are the ones of the highest quality, utility and aesthetic value. They can be safely used in ovens, microwaves and dishwashers

Products of II quality have got small, little visible differences in shade, stamp location and small glaze decline but it has no influence on the result of all the decor composition and on the products' utility. They can also be safely used in ovens, microwaves and dishwashers.

COMPLAINT

Complaints regarding possible technological damages are accepted by F.N. K.. “Manufaktura” till two weeks from the time of obtainment products by you.

Complaints regarding transport should be made to the transport company.

PAYMENT

In financial calculation the following payments are valid:

Bank transfer to the following bank:

Powszechna Kasa Oszczędności Bank Polski S.A. O. w Bolesławcu

Pl. Piłsudskiego 1
59-700 Bolesławiec
Polska

BIC/SWIFT CODE: BPKOPLPW

09 1020 2137 2000970001351584 – PLN

PL54 1020 2137 0000940201351600- EUR

PL96 1020 2137 0000980201351618 -USD

Cash payment.

Another kind of payment agreed with F. N.K “Manufaktura” earlier.

EXPORT DOCUMENTS

Export invoice.

According to the client's wish products-worth specification.

Any questions and doubts concerning our sale's offer, placing orders and realisations of them will be cleared immediately in our sale and marketing section.

You are warmly invited to co-operation with us.