



STANDARD SALES PROCEDURES

In order to enable us to perform a secure and fast operation, we set out the simple procedures below to provide our customers with a safe and secure process. Our standard selling procedures have been designed to ease up the essential documentary relationship between seller and buyer and have been designed for ease of use and simplicity in mind.

Our general procedures are as follows

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

Buyer issues, on his own letterhead, a Letter of Intent (LOI) as detailed as possible including, company coordinates, communications numbers, detailed description of the desired product, destination & delivery coordinates and suggested payment terms and a target price.

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

Our company will answer with a detailed Soft Quote, including confirmation of the availability of product, prices, technical specifications, packing details, suggested types of delivery and product information. Payment options and procedures will be also included.

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

Buyer and seller discuss options and hopefully reach agreement on all matters to mutual satisfaction. Buyer completes our account application form (KYC) which is required by UK and EEC law.

4. LORIAN MARKETING LIMITED WILL ISSUE SALES CONTRACT WITH FULL BANKING DETAILS and our pro forma invoice

5. BUYER & SELLER SIGN SALES CONTRACTS

Copies can be exchanged electronically, or hard copies can be issued if desired.

6. SELLER ISSUES PRO FORMA INVOICE

To be signed and accepted as a pro forma only, final invoice to be issued when full details are known of the exact quantities

7. BUYER WILL PUT IN PLACE A FINANCIAL INSTRUMENT SELLER WILL PREPARE AND SHIP THE ORDER IN ACCORDANCE WITH THE CONTRACT