

## **Admedes Schuessler Quote and Order Policy**

### **1. Initial Request**

- a. A Quote Request Form has been added to our website or can be faxed upon request. The benefit of this form for the requestor is that most of the important information is listed and communications can be streamlined. It is important to note that while this form is not a requirement, much of this information is needed in order to be precise about costs and delivery times.
- b. While confidentiality with our customers is essential to our continued relationships, it is important to document the arrangement formally. Our Mutual Confidentiality Agreement can also be found on the website or can be faxed or e-mailed.

### **2. Material Supply**

- a. Admedes Schuessler is not a material supplier, but we do have a large stock of tube sizes on hand. As turnaround time is often critical, and order of a special material size can take 6-8 weeks, we often look for flexibility in dimensional requirements or for the customer to supply the material.
- b. As a project progresses from prototyping to production, it is common that we will purchase the material supply on an ongoing basis. The costs associated with material will be a separate charge or calculated within the unit costs, but as we cannot carry inventory burden, this will be the customer's financial responsibility.

### **3. Tooling**

- a. Tooling may be required for processing or inspections and it is typical that unique devices require unique tooling. The costs associated with tooling will be a separate charge or calculated within the unit costs.

### **4. Quotes**

- a. Quotes will be issued either by fax or e-mail as quickly as all required information is available. Normal turnaround is 2-3 days to ensure it is in our system and that appropriate signature approval has been obtained.
- b. Quotes for initial prototypes will be on a "best effort" basis (unless otherwise agreed) and the components will be labeled Not For Human Use.
- c. All Quotes will account for material, tooling, process optimization, level of inspection/documentation and unit costs. These may be provided on a line item basis or captured within the unit costs.
- d. Quotes for initial prototypes are subject to a \$500 minimum order.
- e. Quotes are valid for 30 days.

### **5. Purchase Orders**

- a. We must have a company purchase order prior to initiation of work or investment in materials. All purchase orders and invoicing must have the German address listed.
- b. Acknowledgments will be communicated upon receipt of the purchase order and when the finished components have been shipped.
- c. Payment terms are strictly net.
- d. Our Terms and Conditions are available on our website and are binding unless superceded contractually.**