

API Booking confirm/modification/cancel Rules

1. Pls note this is API official confirmation to your booking. pls ready production on time for inspection. API will not specify separately but will allocate appropriate number of Quality Inspectors on each service day according to product and total items in booking, pls contact API if you have any particular request on this.
2. Pls double check all booking details in this email and advise us if any question upon this confirm email received;
3. If NO any feedback or disagreement received from supplier/factory **within 12:00 noon time China time 1 working day before inspection date mentioned as above**, it will be treated all info in this email are confirmed and agreed, API will move ahead to assign inspector as schedule accordingly; If any modification or re-schedule needed pls inform API following the process below mentioned;
4. **Booking Modification Needed** after booking requested/confirmed (excluding booking reschedule or cancellation)
 - 4.1. If any modification needed, pls inform API by written based on API requested/confirmed email, for our easy and fast follow-up pls always put **“Booking Revision”** in beginning of your email;
 - 4.2. Further confirmation by email from API needed whenever you asked for booking modification after this email;
 - 4.3. If any revision notice after **15:00** China time less than 3 working days before agreed inspection date and that changes affect No of man-day needed, a surcharge of USD\$50 and any charge out of pocket will apply;
 - 4.4. Free of charge for 1st two revision, service charge of USD25 per time will apply from the 3rd revision onwards.
 - 4.5. NO surcharge if any revision by reason from API side.
5. **Booking Reschedule or Cancellation Needed** after booking requested/confirmed
 - 5.1. If any re-schedule or Cancellation needed, pls inform API by written based on API requested/ confirmed email, for our easy and fast follow-up pls always put **“Booking Re-schedule ”**or **“Booking Cancel”** in beginning of your email;
 - 5.2. Further confirmation by email from API needed whenever you asked Booking Re-schedule or Cancellation Needed after booking requested/confirmed. Booking Re-

schedule or Cancellation notification arrives only on inspection date is NOT accepted;

5.3. If Re-schedule or Cancellation notification by written received later than **9:00am** local time 1 working day prior to agreed inspection date, a surcharge on late advice (Man-day rate x number of inspectors and any charge out of pocket such as traveling expense) will apply. **For example:** If service date on Monday, late cancellation means "notification by email received later than 9:00am local time on last Friday".

5.4. Service charge of USD50 per time will apply from the 3rd Re-schedule or Cancellation onwards.

6. Payment

- 6.1. Pls arrange payment as soon as notification email from API received if prepayment term applied;
- 6.2. After payment settled, pls inform API by written based on API Invoice Email and send us copy of bank slip indicating "API Inspection Number" & "Invoice Number", for our easy and fast follow-up pls always put "**Payment Done**" in beginning of your email;
- 6.3. If bankslip NOT received after **12:00** noon time China time less than 1 working day before agreed inspection date, API will NOT be able to schedule inspection until bank slip received.

7. Production Status for Inspection

- 7.1. Only when there is special agreement in written from client/buyers. Inspection will be performed **when production 100% completed and at least 80% packed** for a final random inspection, please ensure your production ready before 9:00am local time based on confirmed/agreed service date.
- 7.2. Should API inspectors arrive at the factory and not be able to start working because the goods are not ready, API inspectors will wait for a maximum of 2 hours only. After that the Inspectors will issue a "Missing" report and leave the factory.
- 7.3. Any booking Reschedule or Cancellation notification arrives API on/after inspector traveling started is not accepted, the inspection fee will be charged in full because API inspector was allocated and wasted, supplier/ factory shall book a new inspection at supplier/factory cost if any goods not ready.

Thanks for your cooperation!

Thanks,

API Team.