

API Booking confirm/modification/cancel Rules

1. Pls note this is **API official confirmation** to your booking. pls ready production on time for inspection;
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 after **12:00** noon time China time less than 1 working day before agreed inspection date, a surcharge of USD\$100 and any charge out of pocket such as traveling expense will apply;
- 5.4. 5.4 If Re-schedule or Cancellation notification after **18:00** China time less than 1 working day before agreed inspection date, a surcharge on late advice (USD\$150 per each man-day) and any charge out of pocket such as traveling expense will apply;
- 5.5. 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 done, 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.