# Our Ref: {ref} {ref\_date}

|  |  |
| --- | --- |
| **{companyname}**  {companyaddress}  {companyphone}  {companyfax} | By {sendtype} |

Attn: {sexTtitle} {attn}

Dear {sex},

**Quotation of the {title} for {desc} --- {todo1}, {todo2} and {todo3}**

We refer to your enquiry and are pleased to submit our quotation for the {todo1}, {todo2} and {todo3} ONLY of the Synthetec® Stone Grating.

**PRICE**

The unit price of each item is quoted as below:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item**  **No.** | **Works Description** | **Unit** | **Qty.** | **Rate**  **(HK$)** | **Amount**  **(HK$)** |
|  | **Synthetec® Stone Grating (CITF Pre-approved Code: PA20-084)** | | | | |
| {#product}{id} | **Model no.:** {model}   * Size: {#opration}{lenght}mm(L) x {width}mm(W) x {thinkness}mm(T) * Color: {color} color for all qty. * Hole: 1 type for all qty. * Anti-slip: {slip} * Max. clearance span at service is {max}mm * Loading Level – Pedestrian {level}{/opration} | Pc | {acount} | {price} | {productTotal}{/product} |
| **Total Price for the {todo1}, {todo2} and {todo3} ONLY** | | | | | {amount} |

# Our Ref: {ref} {ref\_date}



FIBRPRO Synthetec® Stone Grating is a CITF Pre-approved Product. Please visit <http://citf.cic.hk/> for more details.

**TERMS AND CONDITIONS**

1. Prices are in Hong Kong Dollar basis and delivery to Hong Kong but excluding the unloading to the ground from the truck when product delivery to the address.
2. Workers, forklift, crane, or other devices for unloading to the ground from the truck are excluding and must be provided by clients.
3. Partial and Batch Delivery is allowed, and payment is applicable in this regard.
4. Generally 1 no. free-of-choice (refer to RAL chart) color is inclusive for order meeting the MOQ. Sub-charge may be applied for tailored colors other than RAL, for example granite, metallic, etc. With lesser quantity or additional color, color mixing and trial fee will be charged.
5. Site measurements, calculation, assembly, installation works and coordination meetings are exclusive.
6. All the tests other than the specification stated are exclusive.
7. All other accessories unless stated in the drawings are exclusive.
8. The Unit dimensions of the Synthetec® Stone Gratings are controlled to the tolerance allowance of +2.0/-2.0mm, while the thickness of the Synthetec® Stone Grating is controlled to the tolerance allowance of +1.0/-1.0mm.
9. Reminder: It is a general knowledge and nature that Synthetec® Stone Grating is a tailored cast product. The result for the separations, distribution, density, and concentration of aggregates is to some extent random and non-controllable. Therefore, there must be deviations among the (aggregate) Pattern from each piece. Synthetec® Gratings with identical (aggregate) patterns do not exist. Due to the various conditions, it is also a possibility to have slight differences on appearance for the products from different batches whenever tailored color.
10. Product acceptance inspection before the delivery is welcomed and costs for either party is borne by each, respectively.
11. Payment:
12. {rate}% of the contract sum shall be paid as Deposit when purchase order or instruction of manufacturing is received, whichever is the earliest
13. Balance {rateL}% should be paid upon Delivery, subject to progress payment.

DEPOSIT is non-refundable by any reason.

1. The client should acknowledge receipt of all goods being delivered to the instructed location.
2. If there is any discrepancy between the product drawings/ sample/ mock up and the final product delivery site, our liability is only limited to reproduce and redeliver the particular product by our own and at our own cost. In any circumstance, the accumulated value sum for the replacement product shall not exceed the DEPOSIT received by our company.
3. Please consider ordering spare pieces in one lot to avoid additional handling cost for extra small quantities.
4. The standard lead time for the first 500 pieces (assume 2 product types) is 4-6 weeks after the deposit received, product color confirmed, or shop drawing confirmed, whichever is latest. And the lead time for every remaining 1,000 pieces shall be about 3-4 weeks and depends on the final schedule agreed with both sides.
5. At once on arrival of goods. An extra monthly storage fee of HK$500 PER PALLET (min. changes HK$1,000) and a double transportation fee of HK$300 PER PALLET (min. charges of HK$900/trip for Kowloon and New Territories Area, HK$1,000/trip for Hong Kong Island Area) will be charged for any requirement to postpone delivery.
6. Surveying for damage in transit must be carried out within **7** days after arrival of goods on site. Surveyor will be arranged and paid by the Seller. The Buyer shall provide labor to unpack and repack the material at the time of survey. The Seller will issue credit not for those damaged items as shown in the Survey Report.
7. Important reminders for installation, cleaning, and protection:
8. **Tolerance for Thermal Expansion (Important)**

Like all materials, Synthetec® Stone naturally expands under sunshine and shrinks at sunset. To allow for this phenomenon, the width of the surface channel at any location must be at least 1.5mm larger than the width of the grating, and the local tolerance from the true alignment should not exceed 1mm. Along the surface channel, gaps between gratings shall be at least 1mm. Applying cross spacers, clips or other positioning tools for tiles would be helpful for the proper placement of the stone gratings.

**!!! Micro cracks or minor warpings may occur if the tolerances for placement are not respected. !!!**

1. Check the frames and verify the surfaces are clean, dry and have no protrusion which may cause the point loading and that damage the Synthetec® Stone Grating.
2. Do not commence on the installation until the site is properly prepared. The installation of Synthetec® Stone Grating shall be planned as the last step of the construction works to the trench and environment nearby, and after danger of damage from construction traffic has passed.
3. Subjected to the loading requirement, non-metallic reinforcement may be placed at the bottom of the Synthetec®® Stone Grating for undertaking the flexural moment and share force. Therefore grating must be installed exactly the same as it is shown in the drawing and guideline. Placing the grating in a wrong direction such as turning a 90 degree or upside down even in a very short period is strictly prohibited and will lead to immediate invalidation of the Warranty.

**!!! Micro cracks will occur on the grating surface at high chances if it is placed in a wrong direction (i.e. turns a 90o or upside down) even in a very short period !!!**

1. During and after the installation on a unit by unit or area by area basis, a protection sheet shall be placed immediately to cover the Synthetec® Stone Grating cover and ensure it is not removed or damaged until this area is opened to the public.
2. Prevent the Synthetec® Stone Grating from any potential exposure to smear, scratch or abrasion by other materials, tools, and machines.
3. Clean promptly after installation in accordance with the manufacturer's instructions.
4. Do not use harsh cleaning materials like acid wash that could damage the product.
5. Repair or replace product if damaged by mishandling.
6. Generally production mold is expired and has to be discarded in three months-time, and New mold fee will be charged for any orders after the stated period.

Prices, terms and conditions, for the inquired specifications, are valid up to 60 days against this quotation. We look forward to the opportunity of being of service to you.

|  |  |  |
| --- | --- | --- |
| Yours faithfully,  For and on behalf of  FIBRPRO International Limited  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Elvin Tang  Marketing Manager |  | Agreed and accepted by:  For and on behalf of  {companyname}    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Client’s authorized signature  & company chop |