



**JWB INTERNATIONAL**

## **Instruction of how to work with us**

嘉时国际贸易（上海）有限公司

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## **Chapter 1 INQUIRY**

1. Contact us by any means, send us your inquiry including but not limited to specifications, drawings, blueprint, quality, import country, delivery time and so on.
2. We will exam your inquiry, then give you a quotation sheet
3. If you don't approve the quotation sheet, contact us immediately, we will adjust the quotation sheet according to your new requirement. If you prove the quotation sheet, please let us know.
4. If you prove the quotation sheet, we will issue the formal Sales Contract and Commercial Invoice to you.
5. We both stamp and sign the Sales Contract and Commercial Invoice.

## **Chapter 2 PRODUCTION**

6. Based on the Sales Contract and Commercial Invoice we signed; please arrange the TT or LC to us. We will create or update a special control sheet for you only (for financial use only).
7. Upon our receipt, the production will be start.
8. Based on your requirement and the production situation, a sample maybe made and delivered to your office for examination.
9. If you don't approve the sample, we will adjust the production line and change the product until you approve. If you approve the sample, please let us know immediately.
10. After the sample approved, the formal production will be started.

## **Chapter 3 INSPECTION**

11. After the production finish, we will do the quality inspection and let you know the statues of the products.
12. If the products do not pass the quality inspection, we will start re-work with them until they pass quality inspection. If the products pass the quality inspection, we will pack them and ready for transportation. You will be informed open every step.

## **Chapter 4 SHIPPING**

13. We will quote you the freight of delivery with a quotation sheet.
14. You approve the quotation sheet for freight, we will book the freight, and the shipment will be arranged to you.
15. Upon our trade terms, we or your designated forwarder will clear the goods in your Custom.
16. After the whole process finish, we will update a control sheet for financial use.