



Distributor Policy Manual:

Terms:

- Due and payable in full within 30 days from the date of invoice unless otherwise agreed upon in writing.
- Form Tool Technology Inc. reserves the right to suspend shipments and decline orders to any and all Customers with invoices older than 30 days and/or over their assigned credit limit. Accounts 60 days old will be placed on hold until payment is received.
- Accounts over 90 days old will be assigned to a collection agency.

Invoices:

- Invoices will be sent to the customer via fax, email or mailed as requested by customer.

Payment:

- All checks should be payable to Form Tool Technology Inc. and should be mailed to:

Form Tool Technology Inc.

ATTN: Accounts Payable Department
121 Pontiac Business Center Dr.
Elgin, SC 29045

Shipping Policies:

- F.O.B shipping Point: Elgin, SC or York, PA
- Form Tool Technology Ships all products via UPS.
- Cut off times are 3:30pm Eastern Standard time for our Elgin, SC & York, PA Facilities.
- All orders placed after cut-off time will be processed the next day
- These shipping policies apply to all fax and emailed purchase orders.
- Unless specified all orders will be shipped via UPS Ground. If distributor requires **Next Day, 2nd Day or 3rd Day air services**, it must be clearly marked on the purchase order. Guarantees, if any, are not made by Form Tool Technology Inc, but by the shipper.

Ordering Policies:

- All orders are accepted only under Form Tool Technology Inc. Standard Terms and conditions of sale.
- Orders with price discrepancies will not be entered until pricing is corrected on distributor purchase order.

Price Changes:

- Form Tool Technology Inc. publishes price list for regrinds for its authorized distributors.
- All pricing, distributor discounts are subject to change. Distributors will be duly notified about any price changes. All orders received after the price or discount changes will be processed at the revised pricing.

Claims for Shortages and Damaged Goods:

- Claims for shortages upon receipt of product or damaged goods during shipping must be submitted in writing via email or fax to Form Tool Technology Inc. within seven (7) working days after receipt of goods.
- Claims made after seven (7) working days will not be accepted.



FORM TOOL TECHNOLOGY INC.

121 Pontiac Business Center Dr. Elgin, SC 29045 Ph: 803.788.3686 Fax: 803.788.3650

Claims arising from invoices:

- Claims arising from invoicing must be made within seven (7) working days.

Product Returns:

- All returns must be made with-in 30 days of delivery.
- Prior Written Authorization & RGA# must be provided by Form Tool Technology Inc. before returning any items.
- Proof of Purchase, (Form Tool Technology Inc. Invoice Number) must be provided on all items.
- All items subject to inspection by Form Tool Technology Inc.
- All items must be returned in proper packaging to prevent any further damage.
- Returns requested on orders over 30-days will need prior authorization from Form Tool Technology management.
- RGA # should be mentioned on all returned packages.
- Distributor is responsible for all shipping expenses. In case of error on Form Tool Technology's part, shipping expenses will be paid by Form Tool Technology Inc.
- Unless your company has entered into a separate product purchase agreement with Form Tool Technology Inc. that continues to be in effect and honored on the date of your order, these terms and conditions will apply to all orders. Such agreement, depending upon its terms, may supersede Form Tool Technology's Terms & Conditions.

Fax or Email Orders:

- Placing orders via Email or fax is the preferred method of receiving orders.
- Email Orders: orders@formtooltech.com Fax Orders: (803).788.3650
- Fax or Email orders placed after 3:30 pm Eastern standard time will be processed the following day.

Blanket order Plan:

- Form Tool Technology encourages use of blanket orders to help distributors keep appropriate inventories at their disposal to serve their customers.
- All Blanket order must have duration of 1-year or less from the date the order has been placed. Form Tool Technology will promptly invoice and ship the balance of the blanket order after 1-year due date.
- Blanket orders must have at least 4-firm release dates.
- Distributor is responsible for any cancelled blanket orders.
- Early release dates are acceptable.

NOTHING HEREIN LIMITS FORM TOOL TECHNOLOGY, INC. THE RIGHT TO CHANGE THESE TERMS AND CONDITIONS.
FORM TOOL TECHNOLOGY, INC. RESERVES THE RIGHT TO MODIFY THESE TERMS AND CONDITIONS WITH OR
WITHOUT NOTICE.