



GUIDELINES FOR TRANSACTIONS:

International Commerce Group (ICG) will only entertain those requests that follow the guidelines described below. Buyers and their representatives who do not follow these guidelines will not be provided with a quotation.

1. Buyers **MUST** absolutely provide **International Commerce Group** with the following documents prior to receiving a FIRM QUOTE:
 - a. Signed Letter Of Intent (LOI)
 - b. Bank Capability (Comfort) Letter (BCL) if Required
2. Samples are **ONLY** available at Buyers expense.
Samples MUST be PAID in FULL prior to Shipping.
3. Payment **MUST** be made by Cash, by Wire Transfer, by Bank Certified CHECK or by Irrevocable, Confirmed, Divisible and Transferable Documentary LETTER of CREDIT Payable 100% at Sight.
A portion of the Total Amount Due **MUST** be PAID with your FIRM Order!
4. Buyers **MUST** absolutely provide **ICG** with a detailed request that contains the following:
 - ◆ Full Description Of Product
 - ◆ Full Product Specifications
 - ◆ Preferred Origin Of Product if relevant
 - ◆ Quantity Desired (Per Week, Per Month or Per Year)
 - ◆ Specific Contract Duration
 - ◆ Destination (Name Country/City/Port/Airport)
 - ◆ Target Price
 - ◆ Shipment Terms (C & F, FOB, CIF, etc.)
 - ◆ Desired Packing
 - ◆ Required Delivery Schedule
 - ◆ Any Other Pertinent Information