

# PROCESS OVERVIEW



## Pre - production

## Mid - production

## Post - production

### RFQ

(Request For Quote)  
After selecting a minimum of 5 qualified suppliers, we tender your business and request these suppliers to quote.



### Landed Quote

We will also create a 'landed quote' which includes not only the China cost of goods (FOB) but also any freight, import charges, and tax.

The 'landed cost' is what every buyer/importer needs to know in order to make a solid purchase decision.



### Audit

Our policy is that, before you invest your hard earned money into production with a new factory, we must visit and audit the supplier.

This stage is crucial as, often during this audit, we can at the same time build relations with key staff, and potentially negotiate prices and terms even further.



### Contract

Our contracts with Chinese vendors are legally binding in mainland China.

Having a clear & legal contract that defines payment terms, quality standards, lead times and relevant penalties is essential to manage your interests once goods are in production.



### Quality Control

Quality Control should be at the top of any importer's priority list. Generally, most importers will have us do one PSI (pre-shipment Inspection) after production has finished but before the goods are shipped. We do also provide mid-production checks, and container load checks.

Most importantly, once we have carried out quality control inspections, you will receive a report with either a 'Pass' or 'Fail' result, and goods will not be shipped until you confirm everything is ok. It's our belief that, since it's your money and you're the importer, it's our job to give you control!



### Sourcing

Doing 'good business' all starts with finding the right manufacturer. As such we source a wide range of potential manufacturers from our existing database, internet, trade shows & directories.

70% of the products we export are from great manufacturers whom are not listed on Alibaba or Global Sources.



### Quotations

We compare quotes and specifications from qualified vendors and advise on the best course of action.

After all, the cheapest quote is totally irrelevant unless its from a qualified supplier. Unless you like being a gunnei pig!



### Negotiation

Once we finalise the specifications and quotes, we will continue to negotiate for both price, minimum orders and specification quality in your favour.



### Sample Development /QA

Prior to production, we must sign off a sample and produce a full report on this for you. This goes for not only the product, but the assembly, packaging & instructions.

Its imperative that we make everything right, before mass producing any mistakes!



### Purchase

We'll ensure your Purchase Order document has all the correct specification and payment information and communicate exactly what you want to the manufacturer.



### Payment Terms & Credit

Generally, Easy Imex payment terms will be 30% deposit and 70% against bill of lading (once goods have been shipped) however, we are also able to offer improved payment terms.

These can be as good as 0% deposit and payment 90 days after goods have been exported. (subject to credit checks and trading history).



### Logistics

Only when goods have passed quality control, or with your permission, will we ship the goods. We have contracts with some of the worlds largest shipping lines.

Due to the volume we export collectively as a business, we are able to provide our customers with preferential freight / import charges. This is passed on to you at cost price with no extra fees from us.

ALL shipments through Easy Imex are covered by our Marine Cargo Insurance policy at no extra cost to you.



START

FINISH

Basic Sourcing Package: <b>\$499 USD</b> one-off	<b>\$250 USD</b> + Travel Expenses			<b>\$250 USD</b>	
Premium Sourcing Package: <b>\$1,499 USD</b> one-off	Free + Travel Expenses	Sample/courier charged at cost as specified by factory	Tax Back: Easy Imex makes its margin by purchasing in Chinese Yuan (RMB) and selling in USD, then claiming the export tax rebate (approx. 7%). If in the event we are not able claim the tax rebate, we will charge an equivalent commission.	Free	Freight forwarder's charge passed to customer at cost price.
Product Development: <b>\$699 USD</b> per month	Free + Travel Expenses			Free	

# SERVICE PACKAGES

**\$499**

## Basic Sourcing Package

Tip

Recommended for single or few orders less than 100K USD per year



### 10 Sourcing Requests

- One sourcing request is equal to one product SKU.
- Each SKU managed from Easy Imex undergoes through our Product to Market process.



### Sourcing 20-50 Potential Manufacturers

- Our sourcing channels not only include Alibaba, but also, our internal database, tradeshows and manufacture directories.

### Sourcing Report

- Minimum of 5 qualified manufacturers.
- Quotations of each manufacturer with further evaluation on specification, lead times, Minimum Order Quantities (MOQ), background information and brief manufacturer analysis.



### Landed Quote

A full breakdown of FOB cost of goods, freight, import & local charges, duty and tax.



### Negotiations

- Payment terms and deposit
- Lead times
- Price per unit
- MOQs



### Factory Audit and Inspection

- Further negotiation.
- Factory Audit Report; Production line and factory evaluation.

**\$250 USD per inspection\***



### Sample Development

- Work closely with factory for product modifications and sampling.
- Product testing and quality assurance as per client's requirements.



### Quality Assurance Report

- Product quality
- Product assembly
- Product packaging
- Product instructions



### Legal Contracts

- Legally binding sales contracts in Mainland China with the manufacture including relevant clauses for specification, quality, and delays.
- Sales and Purchase Orders.



### Vendor Management

- Management of communication and payments.
- Order coordination.



### Quality Control

- Mid-production Inspection (MPI)
- Pre-shipment Inspection (PSI)
- Container Loading Check (CLC)

**\$250 USD per inspection\***



### Logistics Management

- Freight forwarder's charge at cost price.
- Insurance on goods.

**\$1499**

## Premium Sourcing Package

Tip

Recommended for repeat orders over 100K USD per year



### Unlimited Sourcing Requests

- One sourcing request is equal to one product SKU.
- Each SKU managed from Easy Imex undergoes through our Product to Market process.



### Sourcing Unlimited Manufacturers

- Our sourcing channels not only include Alibaba, but also, our internal database, tradeshows and manufacture directories.

### Sourcing Report

- Minimum of 5 qualified manufacturers.
- Quotations of each manufacturer with further evaluation on specification, lead times, Minimum Order Quantities (MOQ), background information and brief manufacturer analysis.



### Landed Quote

A full breakdown of FOB cost of goods, freight, import & local charges, duty and tax.



### Negotiations

- Payment terms and deposit
- Lead times
- Price per unit
- MOQs



### Factory Audit and Inspection

- Further negotiation.
- Factory Audit Report; Production line and factory evaluation.

**Free inspection\***



### Sample Development

- Work closely with factory for product modifications and sampling.
- Product testing and quality assurance as per client's requirements.



### Quality Assurance Report

- Product quality
- Product assembly
- Product packaging
- Product instructions



### Legal Contracts

- Legally binding sales contracts in Mainland China with the manufacture including relevant clauses for specification, quality, and delays.
- Sales and Purchase Orders.



### Vendor Management

- Management of communication and payments.
- Order coordination.



### Quality Control

- Mid-production Inspection (MPI)
- Pre-shipment Inspection (PSI)
- Container Loading Check (CLC)

**Free inspection\***



### Logistics Management

- Freight forwarder's charge at cost price.
- Insurance on goods.



### Eligible for Credit Facility

- Easy imex conducts financial audit for eligibility.



### Marketing Photos

- 5 professional shots per product.
- Photo editing.

**Free photos**



### Product Compliance Check

- Check if products comply with local market requirements.

**\$699**

## Product Development

Tip

Recommended for developing new product from design to production



### Unlimited Sourcing Requests

- Developing a product from customer's own designs/artwork.



### Sourcing Report

- Sourcing most trusted and qualified manufacturers in China to develop a unique product.
- Evaluation of molding/tooling and prototype options.
- Quotations from each manufacturer with molding/tooling costs, prototype cost, Minimum Order Quantities (MOQ) and factory expertise.



### IP Protection

- Have confidential agreements in place with all parties.



### Factory Audit and Inspection

- Factory Audit Report; Production line and factory evaluation.

**Free inspection\***



### Sample Development

- Work closely with factory for product modifications and sampling.
- Product testing and quality assurance as per client's requirements.
- Phase 1: Initial sample
- Phase 2: Sample/molding modifications
- Phase 3: Product testing
- Phase 4: Sample approval



### Negotiations

- Payment terms and deposit
- Lead times
- Price per unit
- MOQs



### Landed Quote

A full breakdown of FOB cost of goods, freight, import & local charges, duty and tax.



### Legal Contracts

- Legally binding sales contracts in Mainland China with the manufacture including relevant clauses for specification, quality, and delays.
- Sales and Purchase Orders.



### Vendor Management

- Management of communication and payments.
- Order coordination and container consolidation.



### Quality Control

- Mid-production Inspection (MPI)
- Pre-shipment Inspection (PSI)
- Container Loading Check (CLC)

**Free inspection\***



### Logistics Management

- Freight forwarder's charge at cost price.
- Insurance on goods.



### Eligible for Credit Facility

- Easy imex conducts financial audit for eligibility.



### Marketing Photos

- 5 professional shots per product.
- Photo editing.

**Free photos**



### Product Compliance Check

- Check if products comply with local market requirements.

# SERVICE TERMS & CONDITIONS



## Terminology

**Sourcing Request:** Covers one product for the complete Product to Market sourcing process that addresses one Stock Keeping Unit (SKU).

**Stock Keeping Unit (SKU):** A unique type of product which can include changes in colour, design, size etc.

**Inspection Unit:** Covers one inspection that can be either be factory audit/visit or Quality Control inspection.

**Landed Cost:** The total cost of your order, delivered to your door.

## Basic Package

### Inspection Unit:

Service charge of \$250 USD plus any travel expenses (e.g. transportation and accommodation) should be paid by the customer.

### Additional Sourcing Requests:

If more than 10 sourcing requests are needed per year, clients can add 5 new sourcing requests at a charge of \$150 USD in total. Clients can repeat orders with products that have been previously sourced with Easy Imex without using a new sourcing request.

### Membership Expiration:

Client membership remains active as long as the client orders a minimum of \$20,000 USD per year. If the order value does not reach this amount, then the membership will expire.

### Sourcing Report:

The final sourcing report includes a total of 5 manufacturers. However, the number of manufacturers may vary according to the manufacturer scarcity of the requested product.

### Package Upgrade:

If the client requests to upgrade the service to Premium, the full Premium Package fee will be charged.

## Premium Package

### Free Inspections:

The client can use up to 4 free inspection units per order. Each order should amount to a total value of \$20,000 USD (or container load) for 4 free inspection units to be allocated. After the 3rd order, Easy Imex will not place any limits on free inspection units, on the basis that the client becomes a regular importer. Each inspection unit comes with a travel cost paid for by the client (excluding the "Pre-Shipment Inspection" which has no travel expenses and is limited to 1 per order)

### Credit Facility:

Eligible for a credit check once signed up to our services. Credit check is based on the following factors: 2 years or more in business, and successfully completed \$50,000 USD worth of orders with Easy Imex on standard payment terms of 30% deposit, and 70% paid against the bill of lading. The credit insurer runs a check on the customer's business and provides Easy Imex a credit limit. (for more information please ask us for our Credit Facility Brochure) Membership Expiration: Client membership remains active as long as the client orders a minimum of \$20,000 USD per year. If the order value does not reach this amount, then the membership will expire after 12 months.

### Sourcing Report:

The final sourcing report includes a total of 5 manufacturers. However, the number of manufacturers may vary according to the manufacturer scarcity of the requested product.

### Unlimited Sourcing:

Unlimited product sourcing only applies if the client orders at least \$20,000 USD worth of goods per year. If this amount has not been reached, then the Sourcing Requests availability will be capped at 20 SKUs.

### Product Photos:

A total of 5 professional white background photographs per SKU and edited on photoshop (angles include front, back, right side, left side and dimensions). Marketing photos are free of charge for up to 10 SKUs. Additional photos can only be offered after the minimum total order value reaches \$20,000 USD or at a fee quoted on a case by case basis.

## Product Development Package

### Extra Costs:

If any molding/tooling is needed, this should be paid for by the customer. The extra costs that may arise, are listed in the "Product Development Proposal". The costs all relate to developing the specified product.

### Sourcing Report:

The final sourcing report includes a total of 5 manufacturers. However, the number of manufacturers may vary according to the manufacturer scarcity of the requested product.

### Termination of Monthly Fee:

The monthly fee stops when the final sample has been confirmed by the client and is ready for mass production. The customer can stop the product development process at any moment whereby the monthly payment will stop immediately. When the client completes the product development phase and the product is ready for mass production, the client will have the same benefits as in the Premium Package.

### Credit Facility:

Eligible for a credit check once signed up to our services. Credit check is based on the following factors: 2 years or more in business, and successfully completed \$50,000 USD worth of orders with us on standard payment terms of 30% deposit, and 70% paid against the bill of lading. The credit insurer runs a check on the customer's business and provides Easy Imex a credit limit.

### Product Photos:

A total of 5 professional white background photographs per SKU and edited on photoshop (angles include front, back, right side, left side and dimensions). Marketing photos are free of charge for up to 10 SKUs. Additional photos can only be offered after the minimum total order value reaches \$20,000 USD or at a fee quoted on a case by case basis.