

[Type here]

<Your Company Letter Head>

Subject : Sample Request Letter.

Dear sir ,

We (Company Name,Address) request to send us (5pcs___ (Quantity) Samples for the (Quality confirmation For your Certificate no. (035-GT/NRO/2015-16/326) of (Indian Institute of Packaging) , for French Fries with the following specification and size , shape and design , upon receipt of samples we will confirm the quality and send you the payment and purchase order as agreed on the sales contract dated: (____ 201_) and sales contract agreement is seal and signed along with this Sample request letter.

Name _____

Company Name _____

Company Seal _____

Signature _____

Sales Contract Agreement copy is also seal and signed and attached with this letter.

[Type here]

Attached sales contract copy

Contract Between Arora Printing Press , India and _____, _____

DATE : 21 September 2017

This Business Contract is prepared on 21 September 2017 by Rajat Arora between Arora Printing Press , India and _____

Delivery Schedule: Deleivery plan is Monthly 5 container , First Shipment will be despatch after 2 months from the date of receipt of clear and acceptable purchase order and Payment transfer , Second Shipment will be despatch in coming next month and third shipment will be despatch in again coming next month. If any change prior or delay is required in the delivery schedule get the confirmation before 1 month.

Freight : Free on Board FOB INCOTERMS , Fob India Port Navhasheva ,

Others : damarages/detention may charged at actual if applied by the shipping company at your end .

FOB INCOTERMS

Payment : Payment transfer 100% advance .

Packaging : Carton Packaging , or any other pallet packaging will be charged extra.

Designing and Sizing ,Editing : (desiging development charges inclusive)

artwork and die line provided by buyer charges will be extra for designing and editing.

Minimum Order Quantities: Full Container Load

Sample : Sample fee of 100 usd will not be charged in advance that will be included in the invoice later ,
samples will be despatch only with the Sample request letter.

MONEY BACK GUARANTEE :

we give money back guarantee if you are not satisfied with our quality, details are as follows

(5%money will be back if you are not satisfied with our quality) this 5%will only adjust in next invoice.

Address: 12,Azad Market , Station Road , Raipur C.G. 492001 **Tel:**91-771-2525127,91-9425502517 **Email:** rajat.arorapress@gmail.com

Web: www.aroragroup.net.in www.rajatarora12.fm.alibaba.com