Coltan Purchase Summary

Thank you for your interest in purchasing coltan from ……... Below is a summary of our terms and procedures:

1. Inquiry & Agreement
	* Specify the required quantity and material specifications.
	* A formal contract will be issued, outlining the terms of the sale.
2. Pricing
	* Prices are based on quantity and quality. A detailed quote will be provided upon inquiry.
	* Quotes remain valid for 30 days.
3. Payment Terms
	* Accepted Payment Methods: Bank Transfer (SWIFT), Escrow Service, or stand by Letter of Credit (SBLC).The last two are for 2nd transaction
	* Payment Schedule: 40% deposit upon contract signing, 60% balance upon shipment.
	* Accepted Currencies: USD, EUR, or other major currencies.
4. Sample Testing
	* Samples are available for testing prior to full order confirmation.
	* Testing costs are borne by the buyer unless agreed otherwise.
5. Shipping & Delivery
	* Shipping Terms: Choose between FOB (Free On Board) or CIF (Cost, Insurance, and Freight).
	* Delivery Timeline: Determined upon finalizing order details.
	* Documentation: All relevant shipping documents will be provided.
6. Quality Assurance
	* We guarantee the product meets agreed-upon specifications and provide necessary certifications.
	* Any discrepancies must be reported within 7 days of delivery.
7. Cancellation & Refund
	* Orders can be canceled within 7 days of contract signing.
	* Refunds are subject to the contract terms.

For further inquiries or to proceed with an order, please contact us directly.

Sincerely,

…………………

Email: [your-email@example.com] Phone: [your-phone-number] Website: [your-website.com]

