



**TOPAK Ltd.**  
Bobbin laces factory  
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## BUSINESS TERMS AND CONDITIONS

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Valid since 1<sup>st</sup> January 2008

### BOBBIN LACES

#### Ordering of laces:

- 1) **from the store** – any quantity (minimum quantity is 30 m/pattern)
- 2) **orders for production** – of existing patterns from the production catalogue: from 1,000 m
  - new pattern orders – based on supplied model sample or own design: from 5,000 m
  - color patterns and combinations from production catalogue: from 500 m
  - custom lace color: from 5,000 m

#### Packing of laces:

- 1) **standard** – the laces are wound up on cardboard tile in length of 30 m.
  - everything is wrapped in a transparent protective foil, each piece is equipped with designation label (pattern number, color, width, length, material, maintenance symbols, barcode EAN13)
- 2) **custom** – on rolls in length between 30 and 500 m
  - on cardboard in length from 10 m (can be without cardboard tiles)
  - the price for winds shorter than standard (both to cardboard and coils) will be provided on order confirmation.

### CLOTHS, BLANKETS, CURTAINS, DRAPERIES

#### Order:

- 1) **from the store** – any quantity based on product catalogues
- 2) **orders for production** – of existing patterns from the production catalogue of draperies:
  - from 100 m
  - of existing patterns from the production catalogue of cloths: from 10 pcs.
  - color schemes on agreement
  - custom color: min. 1,500 m of draperies, cloths on agreement

#### Packaging:

**Cloths, blankets** – in boxes with window, piece by piece

**Draperies, curtains** – wound up on cardboard in sales lengths

- everything is wrapped in a transparent protective foil, each piece is equipped with designation label (pattern number, color, width, length, material, maintenance symbols, barcode EAN13).

#### Expedition:

- in cardboard boxes, the protection is selected based on size and weight
- we don't charge packing expenses
- daily expedition
- transporting costs are to customer's debit

#### Way of delivery:

- personal take-off
- by mail – “PROFI balík”
- by express sending service (PPL, TNT, EMS post,...)
- by transportation company (Čechofracht, Gebrüder Weiss s.r.o.)
- other way based on customer order

**Delivery times:**

- from the store immediately, within 24 hours after the order was confirmed
- we'll specify the order and confirm delivery time and way in writing or by e-mail

**Payment terms:**

- pay in cash at takeover of the goods in the store of TOPAK Ltd.
- cash on delivery
- payment in advance based on advance or proforma invoice
- for regular customers based on the invoice payable within 14–30 days
- for production orders of bobbin laces over 5,000 m we require payment of 50% of total price in advance before the production starts
- for production orders of bobbin cloths and blankets over 100 pcs. and curtains and draperies over 1,500 m we require payment of 50% of total price in advance before the production starts

**Materials:**

- we produce laces, cloths, blankets, curtains and draperies from 100% cotton
- other materials – flax, viscose, polyester and silk we process based on customer requirements.