



16633 Foltz Parkway • Strongsville, Ohio 44149, U.S.A. • Telephone (440) 572-1500 • Fax (440) 238-8828  
www.clark-reliance.com

## INTERNATIONAL SHIPPING POLICY 2009

The following is a checklist of information that must be listed before any international purchase order is accepted and processed.

- Name and invoicing address of the buyer
- Name and shipping address of the ultimate destination – including contact name and phone number
- Purchase order number
- Date of purchase order
- Export marks and numbers to be placed on the goods, invoices, and bills of lading
- Approved Payment Terms
- Quantity, description, and price of the product being purchased
- Any special instructions or requests from the buyer – including distribution instructions for transportation documents
- Shipping method (Incoterm) must be listed and approved (See Attached)  
Note: If a freight quote was provided to ship goods, it must be included with the purchase order.
- Freight Payment Terms: (i.e. Prepaid or Collect) Payment Terms must comply with the chosen Incoterm payment specification

### IMPORTANT NOTES:

If shipment is being sent collect via a courier (DHL, UPS, FedEx ) we will require a collect number for the freight).

#### If the “Sold To” address is different than the “Ultimate Destination” address:

1. The customer and/or representative is responsible for nominating a freight forwarder to collect the goods. Complete contact information of the nominated freight forwarder will be required. Clark-Reliance will work directly with this nominated freight forwarder only. We will not work with third party freight companies
2. Clark-Reliance Corporation will prepare our standard documentation (Commercial invoice). The customer and/or representative will be responsible for providing their own documentation (Commercial invoice) to their nominated freight forwarder for customs clearance and the ultimate destination.

#### For Example:

Customer “A” purchases a product and wants to ship to their customer, “B.”

Customer A will nominate and communicate with a Freight Forwarder to coordinate and handle the shipment.

Clark-Reliance will work that forwarder on Customer A’s behalf. Clark-Reliance will supply the original Commercial Invoice (exact amount paid to Clark-Reliance) to the Freight Forwarder for export purposes.

For import purposes, Customer A may supply the Freight Forwarder their own Commercial Invoice (to replace the original Clark-Reliance Commercial Invoice) that will be delivered to Customer B with the product(s).

If Customer A chooses not to supply their Commercial Invoice for import purposes, the original Clark-Reliance Commercial Invoice will be used.

**JERGUSON®**



**JACOBY-TARBOX®**



**Clark-Reliance®**

**MAGNE-SONICS®**

**ANDERSON®**  
Separators

**Clark-Reliance®**  
FILTER ELEMENTS

# INTERNATIONAL SHIPPING POLICY 2009

All International Shipments will be shipped using one of the enclosed Incoterm methods.

Please keep in mind that these International Shipping (Incoterms) methods, policies, and procedures have been established to function within US Customs Import and Export Laws, and the standard policies of the international shipping community.

Clark-Reliance can only work within the Incoterm options listed in this policy.

This policy has been developed to help both Clark-Reliance and the customer clearly define the responsibilities, procedures, and required information needed to fulfill the purchase order in the most expedient and economical means possible.

Incoterms define the responsibility of the buyer and the seller (Clark-Reliance) but it does not:

- Communicate payment terms
- Convey title of goods

Purpose of Incoterms

- Define the role and responsibilities of the buyer and seller for the delivery of goods
- Determine how costs and risks are allocated
- Incoterms are NOT law, but a set of rules accepted by all international shipping organizations used by Clark-Reliance

EX Works is our recommended and preferred method for international shipping.

Purchase Order Requirements:

See page 1 of this policy for a checklist of the items and information that must appear on all Purchase Orders shipping internationally.

Notes:

1. Crating Charge (see box below) will be added to, and included for all shipments.
2. Shipping quotations (including related costs) must be obtained through Clark-Reliance prior to issuance of Purchase Order if shipping via "Prepaid and Included" payment terms.
3. Products sold from Clark-Reliance to a domestic customer for re-sale internationally are not considered International shipments. These shipments are the responsibility of the domestic customer, Clark-Reliance cannot prepare export documents or act as an exporter under US Customers law when the products are purchased by a domestic customer for re-sale internationally.

## Crating Policy

Effective August 1, 2009

All Wood Crating (domestic and international) used is  
In compliance with U.N.-ISPM 15 Current Edition

Crating Charges for All Shipment:

UPS & FedEx Shipments

0 – 150 pounds - N/C  
151+ pounds - must ship common carrier/LTL

Common Carrier/LTL

0 – 250 pounds - N/C  
251 – 500 pounds - \$50  
501 – 1000 pounds - \$250  
1001+ pounds - \$350  
(+ \$75 for each additional 500 pounds or quoted value from outside source)

*Note: Crating Charge will be a "line item" on all invoices/pro-formas.*



# EXW (Preferred Method of Shipping)

EX WORKS - Clark-Reliance, 16633 Foltz Parkway, Strongsville, Ohio, USA



"Ex works" means that the seller delivers when he places the goods at the disposal of the buyer at the seller's premises, not cleared for export and not loaded on any collecting vehicle.

This term thus represents the minimum obligation for the seller, and the buyer has to bear all costs and risks involved in taking the goods from the seller's premises.

However, if the parties wish the seller to be responsible for the loading of the goods on departure and to bear the risks and all the costs of such loading, this should be made clear by adding explicit wording to this effect in the contract of sale. This term should not be used when the buyer cannot carry out the export formalities directly or indirectly. In such circumstances, the FCA term should be used, provided the seller agrees that he will load at his cost and risk.

| Incoterm Service |          | Warehouse Storage at point of origin | Warehouse labor at point of origin | Export Packing | Loading at point of origin | Inland Freight | Port Receiving charges | Forwarders Fee | Loading on ocean carrier | Insurance | Ocean/Air freight charges | Charges at foreign Port/Airport | Customs Duties & Taxes abroad | Delivery charges to final destination |
|------------------|----------|--------------------------------------|------------------------------------|----------------|----------------------------|----------------|------------------------|----------------|--------------------------|-----------|---------------------------|---------------------------------|-------------------------------|---------------------------------------|
| EXW EX-Works     | WHO PAYS | Seller                               | Seller                             | Seller         | Buyer                      | Buyer          | Buyer                  | Buyer          | Buyer                    | Buyer     | Buyer                     | Buyer                           | Buyer                         | Buyer                                 |

### STANDARD SHIPMENTS:

**\*Buyer Responsibilities:** Provide complete contact information for final consignee (phone, email, contact name); specify final destination; dictate any special requirements.

**\*Seller Responsibilities:** Provide US Census info (sched B #, licensing, value etc); provide packing list; provide commercial invoice.

**\*Freight Forwarder Responsibilities:** When required, generate certificate of origin according to information supplied by Clark Reliance; transmit AES when authorized; create transport documents (i.e. bill of lading); make sure legalization completed if necessary; arrange local pickup when necessary.

### DROP SHIPMENTS\* (shipment to location other than Buyer's address):

**\*Clark Reliance** - will be responsible for generating a commercial invoice to be used for US Customs export purposes and unless otherwise instructed the invoice will remain in the freight forwarders files.

**\*Buyer** - responsible for generating commercial invoice for customs import purposes at final destination. This invoice needs to be sent directly to the ultimate consignee for customs clearance purposes.

**\*Freight Forwarder Responsibilities:** When required, generate certificate of origin according to information supplied by Clark Reliance; transmit AES when authorized; create transport documents (i.e. bill of lading); make sure legalization completed if necessary; arrange local pickup when necessary.

Country Requirements: Specific country requirements are to be determined by buyer or freight forwarder.



Clark-Reliance Recommended Freight Forwarder:  
Phoenix International 17515 Engle Lake Drive, Middleburg Heights OH 44130; phone: (440) 234-7811



# FCA



FREE CARRIER - Clark-Reliance, 16633 Foltz Parkway, Strongsville, Ohio, USA (or other specified)

"Free Carrier" means that the seller delivers the goods, cleared for export, to the carrier nominated by the buyer. If delivery occurs at the seller's premises, the seller is responsible for loading. If delivery occurs at any other place, the seller is not responsible for Inland Freight or unloading.

This term may be used irrespective of the mode of transport, including multimodal transport. "Carrier" means any person who, in a contract of carriage, undertakes to perform or to procure the performance of transport by rail, road, air, sea, inland waterway or by a combination of such modes

If the buyer nominates a person other than a carrier to receive the goods, the seller is deemed to have fulfilled his obligation to deliver the goods when they are delivered to that person.

| Incoterm Service |          | Warehouse Storage at point of origin | Warehouse labor at point of origin | Export Packing | Loading at point of origin | Inland Freight | Port Receiving charges | Forwarders Fee | Loading on ocean carrier | Insurance | Ocean/Air freight charges | Charges at foreign Port/Airport | Customs Duties & Taxes abroad | Delivery charges to final destination |
|------------------|----------|--------------------------------------|------------------------------------|----------------|----------------------------|----------------|------------------------|----------------|--------------------------|-----------|---------------------------|---------------------------------|-------------------------------|---------------------------------------|
| FCA              | WHO PAYS | Seller                               | Seller                             | Seller         | Seller                     | Buyer          | Buyer                  | Buyer          | Buyer                    | Buyer     | Buyer                     | Buyer                           | Buyer                         | Buyer                                 |

### STANDARD SHIPMENTS:

**\*Buyer Responsibilities:** Provide complete contact information for final consignee (phone, email, contact name); specify final destination; dictate any special requirements.

**\*Seller Responsibilities:** Provide US Census info (sched B #, licensing, value etc); provide packing list; provide commercial invoice.

**\*Freight Forwarder Responsibilities:** When required, generate certificate of origin according to information supplied by Clark Reliance; transmit AES; create transport documents (i.e. bill of lading); make sure legalization completed if necessary; arrange local pickup when necessary.

### DROP SHIPMENTS\*: (shipment to location other than Buyer's address):

**\*Clark Reliance** - will be responsible for generating a commercial invoice to be used for US Customs export purposes and unless otherwise instructed the invoice will remain in the freight forwarders files.

**\*Buyer** - responsible for generating commercial invoice for customs import purposes at final destination. This invoice needs to be sent directly to the ultimate consignee for customs clearance purposes.

**\*Freight Forwarder Responsibilities:** When required, generate certificate of origin according to information supplied by Clark Reliance; transmit AES when authorized; create transport documents (i.e. bill of lading); make sure legalization completed if necessary; arrange local pickup when necessary.

Country Requirements: Specific country requirements are to be determined by buyer or freight forwarder.



Clark-Reliance Recommended Freight Forwarder:  
Phoenix International 17515 Engle Lake Drive, Middleburg Heights OH 44130; phone: (440) 234-7811



# FAS

FREE ALONGSIDE SHIP  
(...named port of shipment)



"Free Alongside Ship" means that the seller delivers when the goods are placed alongside the vessel at the named port of shipment. This means that the buyer has to bear all costs and risks of loss of or damage to the goods from that moment, including Forwarders Fee.

The FAS term requires the seller to clear the goods for export. THIS IS A REVERSAL FROM PREVIOUS INCOTERMS VERSIONS WHICH REQUIRED THE BUYER TO ARRANGE FOR EXPORT CLEARANCE.

However, if the parties wish the buyer to clear the goods for export, this should be made clear by adding explicit wording to this effect in the contract of sale.

This term can be used only for sea or inland waterway transport.

| Incoterm Service |          | Warehouse Storage at point of origin | Warehouse labor at point of origin | Export Packing | Loading at point of origin | Inland Freight | Port Receiving charges | Forwarders Fee | Loading on ocean carrier | Insurance | Ocean/Air freight charges | Charges at foreign Port/Airport | Customs Duties & Taxes abroad | Delivery charges to final destination |
|------------------|----------|--------------------------------------|------------------------------------|----------------|----------------------------|----------------|------------------------|----------------|--------------------------|-----------|---------------------------|---------------------------------|-------------------------------|---------------------------------------|
| FAS              | WHO PAYS | Seller                               | Seller                             | Seller         | Seller                     | Seller         | Seller                 | Seller         | Buyer                    | Buyer     | Buyer                     | Buyer                           | Buyer                         | Buyer                                 |

### STANDARD SHIPMENTS:

- \*Buyer Responsibilities:** Provide complete contact information for final consignee (phone, email, contact name); specify final destination; dictate any special requirements.
- \*Seller Responsibilities:** Provide US Census info (sched B #, licensing, value etc); provide packing list; provide commercial invoice.
- \*Freight Forwarder Responsibilities:** When required, generate certificate of origin according to information supplied by Clark Reliance; transmit AES when authorized; create transport documents (i.e. bill of lading); make sure legalization completed if necessary; arrange local pickup when necessary.

### DROP SHIPMENTS\*: (shipment to location other than Buyer's address):

- \*Clark Reliance** - will be responsible for generating a commercial invoice to be used for US Customs export purposes and unless otherwise instructed the invoice will remain in the freight forwarders files.
- \*Buyer** - responsible for generating commercial invoice for customs import purposes at final destination. This invoice needs to be sent directly to the ultimate consignee for customs clearance purposes.
- \*Freight Forwarder Responsibilities:** When required, generate certificate of origin according to information supplied by Clark Reliance; transmit AES when authorized; create transport documents (i.e. bill of lading); make sure legalization completed if necessary; arrange local pickup when necessary.

Country Requirements: Specific country requirements are to be determined by buyer or freight forwarder.



Clark-Reliance Recommended Freight Forwarder:  
Phoenix International 17515 Engle Lake Drive, Middleburg Heights OH 44130; phone: (440) 234-7811



# FOB

FREE ON BOARD  
(...named port of shipment)



"Free on Board" means that the seller delivers when the goods pass the ship's rail at the named port of shipment. This means that the buyer has to bear all costs and risks of loss of or damage to the goods from that point. The FOB term requires the seller to clear the goods for export, and is responsible for the Freight Forwarders Fee. This term can be used only for sea or inland waterway transport. If the parties do not intend to deliver the goods across the ship's rail, the FCA term should be used.

| Incoterm Service |  |          | Warehouse Storage at point of origin | Warehouse labor at point of origin | Export Packing | Loading at point of origin | Inland Freight | Port Receiving charges | Forwarders Fee | Loading on ocean carrier | Insurance | Ocean/Air freight charges | Charges at foreign Port/Airport | Customs Duties & Taxes abroad | Delivery charges to final destination |
|------------------|--|----------|--------------------------------------|------------------------------------|----------------|----------------------------|----------------|------------------------|----------------|--------------------------|-----------|---------------------------|---------------------------------|-------------------------------|---------------------------------------|
| FOB              |  | WHO PAYS | Seller                               | Seller                             | Seller         | Seller                     | Seller         | Seller                 | Seller         | Seller                   | Buyer     | Buyer                     | Buyer                           | Buyer                         | Buyer                                 |

**STANDARD SHIPMENTS:**

- \***Buyer Responsibilities:** Provide complete contact information for final consignee (phone, email, contact name); specify final destination; dictate any special requirements.
- \***Seller Responsibilities:** Provide US Census info (sched B #, licensing, value etc); provide packing list; provide commercial invoice.
- \***Freight Forwarder Responsibilities:** When required, generate certificate of origin according to information supplied by Clark Reliance; transmit AES; create transport documents (i.e. bill of lading); make sure legalization completed if necessary; arrange local pickup when necessary.

**DROP SHIPMENTS\*: (shipment to location other than Buyer's address):**

- \***Clark Reliance** - will be responsible for generating a commercial invoice to be used for US Customs export purposes and unless otherwise instructed the invoice will remain in the freight forwarders files.
- \***Buyer** - responsible for generating commercial invoice for customs import purposes at final destination. This invoice needs to be sent directly to the ultimate consignee for customs clearance purposes.
- \***Freight Forwarder Responsibilities:** When required, generate certificate of origin according to information supplied by Clark Reliance; transmit AES when authorized; create transport documents (i.e. bill of lading); make sure legalization completed if necessary; arrange local pickup when necessary.

Country Requirements: Specific country requirements are to be determined by buyer or freight forwarder.



*Clark-Reliance Recommended Freight Forwarder:*  
Phoenix International 17515 Engle Lake Drive, Middleburg Heights OH 44130; phone: (440) 234-7811



# CFR

COST AND FREIGHT  
(...named port of destination)



"Cost and Freight" means that the seller delivers when the goods pass the ship's rail in the port of shipment.

The seller must pay the costs and freight necessary to bring the goods to the named port of destination BUT the risk of loss of or damage to the goods, as well as any additional costs due to events occurring after the time of delivery, are transferred from the seller to the buyer.

The CFR term requires the seller to clear the goods for export.

This term can be used only for sea and inland waterway transport. If the parties do not intend to deliver the goods across the ship's rail, the CPT term should be used.

| Incoterm Service |          | Warehouse Storage at point of origin | Warehouse labor at point of origin | Export Packing | Loading at point of origin | Inland Freight | Port Receiving charges | Forwarders Fee | Loading on ocean carrier | Insurance | Ocean/Air freight charges | Charges at foreign Port/Airport | Customs Duties & Taxes abroad | Delivery charges to final destination |
|------------------|----------|--------------------------------------|------------------------------------|----------------|----------------------------|----------------|------------------------|----------------|--------------------------|-----------|---------------------------|---------------------------------|-------------------------------|---------------------------------------|
| CFR              | WHO PAYS | Seller                               | Seller                             | Seller         | Seller                     | Seller         | Seller                 | Seller         | Seller                   | Seller    | Seller                    | Buyer                           | Buyer                         | Buyer                                 |

### STANDARD SHIPMENTS:

**\*Buyer Responsibilities:** Provide complete contact information for final consignee (phone, email, contact name); specify final destination; dictate any special requirements.

**\*Seller Responsibilities:** Provide US Census info (sched B #, licensing, value etc); provide packing list; provide commercial invoice.

**\*Freight Forwarder Responsibilities:** When required, generate certificate of origin according to information supplied by Clark Reliance; transmit AES; create transport documents (i.e. bill of lading); make sure legalization completed if necessary; arrange local pickup when necessary.

### DROP SHIPMENTS\*: (shipment to location other than Buyer's address):

**\*Clark Reliance** - will be responsible for generating a commercial invoice to be used for US Customs export purposes and unless otherwise instructed the invoice will remain in the freight forwarders files.

**\*Buyer** - responsible for generating commercial invoice for customs import purposes at final destination. This invoice needs to be sent directly to the ultimate consignee for customs clearance purposes.

**\*Freight Forwarder Responsibilities:** When required, generate certificate of origin according to information supplied by Clark Reliance; transmit AES when authorized; create transport documents (i.e. bill of lading); make sure legalization completed if necessary; arrange local pickup when necessary.

Country Requirements: Specific country requirements are to be determined by buyer or freight forwarder.



Clark-Reliance Recommended Freight Forwarder:  
Phoenix International 17515 Engle Lake Drive, Middleburg Heights OH 44130; phone: (440) 234-7811

"Cost, Insurance and Freight" means that the seller delivers when the goods pass the ship's rail in the port of shipment.

The seller must pay the costs and freight necessary to bring the goods to the named port of destination BUT the risk of loss of or damage to the goods, as well as any additional costs due to events occurring after the time of delivery, are transferred from the seller to the buyer. However, in CIF the seller also has to procure marine insurance against the buyer's risk of loss of or damage to the goods during the carriage.

Consequently, the seller contracts for insurance and pays the insurance premium. The buyer should note that under the CIF term the seller is required to obtain insurance only on minimum cover. Should the buyer wish to have the protection of greater cover, he would either need to agree as much expressly with the seller or to make his own extra insurance arrangements. The buyer is responsible for all charges at foreign port.

The CIF term requires the seller to clear the goods for export. This term can be used only for sea and inland waterway transport.

| Incoterm Service |          | Warehouse Storage at point of origin | Warehouse labor at point of origin | Export Packing | Loading at point of origin | Inland Freight | Port Receiving charges | Forwarders Fee | Loading on ocean carrier | Insurance | Ocean/Air freight charges | Charges at foreign Port/Airport | Customs Duties & Taxes abroad | Delivery charges to final destination |
|------------------|----------|--------------------------------------|------------------------------------|----------------|----------------------------|----------------|------------------------|----------------|--------------------------|-----------|---------------------------|---------------------------------|-------------------------------|---------------------------------------|
| CIF              | WHO PAYS | Seller                               | Seller                             | Seller         | Seller                     | Seller         | Seller                 | Seller         | Seller                   | Seller    | Seller                    | Buyer                           | Buyer                         | Buyer                                 |

#### STANDARD SHIPMENTS:

**\*Buyer Responsibilities:** Provide complete contact information for final consignee (phone, email, contact name); specify final destination; dictate any special requirements.

**\*Seller Responsibilities:** Provide US Census info (sched B #, licensing, value etc); provide packing list; provide commercial invoice.

**\*Freight Forwarder Responsibilities:** When required, generate certificate of origin according to information supplied by Clark Reliance; transmit AES when authorized; create transport documents (i.e. bill of lading); make sure legalization completed if necessary; arrange local pickup when necessary.

#### DROP SHIPMENTS\*: (shipment to location other than Buyer's address):

**\*Clark Reliance** - will be responsible for generating a commercial invoice to be used for US Customs export purposes and unless otherwise instructed the invoice will remain in the freight forwarders files.

**\*Buyer** - responsible for generating commercial invoice for customs import purposes at final destination. This invoice needs to be sent directly to the ultimate consignee for customs clearance purposes.

**\*Freight Forwarder Responsibilities:** When required, generate certificate of origin according to information supplied by Clark Reliance; transmit AES when authorized; create transport documents (i.e. bill of lading); make sure legalization completed if necessary; arrange local pickup when necessary.

Country Requirements: Specific country requirements are to be determined by buyer or freight forwarder.





# DDU

DELIVERED DUTY UNPAID  
(...named place of destination)



"Delivered duty unpaid" means that the seller delivers the goods to the buyer, not cleared for import, and not unloaded from any arriving means of transport at the named place of destination. The seller has to bear the costs and risks involved in bringing the goods thereto, other than, where applicable, any "duty" (which term includes the responsibility for and the risks of the carrying out of customs formalities, and the payment of formalities, customs duties, taxes and other charges) for import in the country of destination. Such "duty" has to be borne by the buyer as well as any costs and risks caused by his failure to clear the goods for import in time.

However, if the parties wish the seller to carry out customs formalities and bear the costs and risks resulting there from as well as some of the costs payable upon import of the goods, this should be made clear by adding explicit wording to this effect in the contract of sale.

This term may be used irrespective of the mode of transport but when delivery is to take place in the port of destination on board the vessel or on they quay (wharf), the DES or DEQ terms should be used.

| Incoterm Service |          | Warehouse Storage at point of origin | Warehouse labor at point of origin | Export Packing | Loading at point of origin | Inland Freight | Port Receiving charges | Forwarders Fee | Loading on ocean carrier | Insurance | Ocean/Air freight charges | Charges at foreign Port/Airport | Customs Duties & Taxes abroad | Delivery charges to final destination |
|------------------|----------|--------------------------------------|------------------------------------|----------------|----------------------------|----------------|------------------------|----------------|--------------------------|-----------|---------------------------|---------------------------------|-------------------------------|---------------------------------------|
| DDU              | WHO PAYS | Seller                               | Seller                             | Seller         | Seller                     | Seller         | Seller                 | Seller         | Seller                   | Seller    | Seller                    | Seller                          | Buyer                         | Seller                                |

### STANDARD SHIPMENTS:

- \*Buyer Responsibilities:** Provide complete contact information for final consignee (phone, email, contact name); specify final destination; dictate any special requirements.
- \*Seller Responsibilities:** Provide US Census info (sched B #, licensing, value etc); provide packing list; provide commercial invoice.
- \*Freight Forwarder Responsibilities:** When required, generate certificate of origin according to information supplied by Clark Reliance; transmit AES; create transport documents (i.e. bill of lading); make sure legalization completed if necessary; arrange local pickup when necessary.

### DROP SHIPMENTS\*: (shipment to location other than Buyer's address):

- \*Clark Reliance** - will be responsible for generating a commercial invoice to be used for US Customs export purposes and unless otherwise instructed the invoice will remain in the freight forwarders files.
- \*Buyer** - responsible for generating commercial invoice for customs import purposes at final destination. This invoice needs to be sent directly to the ultimate consignee for customs clearance purposes.
- \*Freight Forwarder Responsibilities:** When required, generate certificate of origin according to information supplied by Clark Reliance; transmit AES when authorized; create transport documents (i.e. bill of lading); make sure legalization completed if necessary; arrange local pickup when necessary.

Country Requirements: Specific country requirements are to be determined by buyer or freight forwarder.



Clark-Reliance Recommended Freight Forwarder:  
Phoenix International 17515 Engle Lake Drive, Middleburg Heights OH 44130; phone: (440) 234-7811