



HI -TECH EXPORT

Since 1992

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QUOTATION

Company: Dammon Engineering **Quotation Date:** April 20, 2007
Contact Person: David Dammon **Quotation Valid till:** May 05,2007
Inquiry Details: Email dated April 20, 2007 **Quotation No:** HTE/CADD/07/04/25

Thank you for the opportunity to provide you with the following quotation. This Quotation is for **2d drafting**, and sets forth the pricing and payment commitments. Prices based on payment by Cheque, ACH (US only) or wire transfer.

Sr. No.	Description of the Project	Quantity	Unit Price in USD	Total Amount in USD
	2d drafting			
1	1st floor A1.0-1	1	120	120
2	1st floor A1.0-2	1	100	100
3	1st floor A2.1	1	180	180
GRAND TOTAL				400

GENERAL TERMS AND CONDITIONS

- The turn around time for the total drawings is required before the commencement of project.
- Client is requested to send us the break up of number of drawings required per day/per week (if applicable).
- Client is requested to give his/ her feedback for the approval/disapproval of quality of drawing within 7 days from receiving the same.
- In case of no feedback, within decided time, it will be assumed that the quality is approved.
- **PAYMENT AND CREDIT TERMS:**
 - Payment should be made within 7 days from the date of receipt of Invoice.
 - An invoice for the work done will be raised as soon as the work is completed or on 30th of every month; whichever is sooner.
 - The rates are inclusive of first correction to be made. However, modifications from your side will be charged extra at the rate of USD 10/hour.

Quality Check Methodology

We have a strong quality checking procedure & we stick to it for all type of work we do. The procedure is mentioned below to show the workflow & methodology we adopt for quality check.

- All the drawing standards are predefined for all the team members before starting the drawing. These standards are strictly adhered to by each team member.
- Once the drawings are complete, the drafting team checks it, makes **necessary corrections in the** hard copy of the drawings and pass on to the QC team.
- The QC team, who is already aware about the details of **quality requirement of the client**, will compare the original drawing with the finished drawing and in **case of any correction, they will** give their mark-ups and the drawing will be returned back to the **concerned team member to modify** it.
 - (a) If corrections amount to more than 50%, the drawing is rejected and is allocated to another team member to complete it.
 - (b) If the scale of corrections is about 15%, the drawing is returned back to the same team member to re-correct it.
 - (c) If the percentage of correction is less than 5%, the QC team corrects it and passes it to the Auditing Department.
- The Auditors check the final drawing uses Acceptance Sampling process for final checking and forward it to the Project Manager.
- If The Project Manager is satisfied, the drawing is then sent to the Sr. Manager for dispatch.
- The Sr. Manager, in turn, will send the finalized drawings to the Client.

Security Policy

The offices of Hi-Tech are custom bonded. Random checks are carried out to guard against any violation of guidelines.

The salient features of the policy are:

- Strict Non-Disclosure and Non-Compete Agreements bind all employees
- Entry of unauthorized person in building premises is strictly prohibited
- Adequate security personnel are present in building to guard the property
- The document storage area is well protected
- The entry of employee is restricted to their working area along with time restrictions
- No unauthorized access is allowed in the systems area unless absolutely essential
- Nothing can be taken inside the premises without written permission
- Nothing can be taken out of the premises without written permission
- Each personnel has his own password and access to a given computer/workstation is also restricted
- Responsibilities are strictly defined and so there is no overlapping area for work

Confidentiality Policy

The salient features of the policy are:

- All data and information provided by client is confidential and strictly the property of the client.

- Hi-Tech agrees that neither it nor the staff working on the project will disclose any information about the project to any third party without the prior consent of an executive officer of the Client.
- Hi-Tech further agrees that neither it nor its staff will reproduce in any way or divulge any tangible or intangible property whatsoever which could reasonably be construed as constituting confidential information of the Client.
- All raw data, directories, print outs, processed data and finalized product are solely the property of the client.
- Once the data is approved, Hi-Tech destroys all raw and processed data.

PLEASE SIGN BELOW TO INDICATE YOUR UNDERSTANDING AND ACCEPTANCE OF THE TERMS OF THIS QUOTATION. In case of any changes required to be made, please make necessary revisions in the quotation and send us the unsigned document.

ON ACCEPTANCE OF THE QUOTATION, AN AGREEMENT FROM BOTH THE PARTIES WILL BE SIGNED AFTER MUTUAL CONSENT.

Company (Type or Print Full Customer name):

Signature/s/ :

David Dammon

Date:

Apr 20, 2007

Print name:

David Dammon

Title:

Project Manager