



ASA Marketing has been awarded the contract for Oracle EMEA business and the client requires the following details to be STRICTLY adhered to.

Please confirm that you are in agreement to comply with the following before supplying, printing and shipping:

- **EXACT QUANTITIES ONLY** - Supplier must notify ASA in advance before shipping of any overs / unders. ☐
- **QUALITY** - Supplier is responsible for the quality of all incoming items, including from their sub contractors ☐
- **PACKING** - Items should have appropriate, secure packaging to ensure they arrive intact and undamaged. Where required, for e.g. Glass, Crystal etc please use bubble wrap and correct boxes. ☐
- **PHOTOGRAPHS** - Photos of the product to be taken and emailed prior to shipping the order ☐
- **DELIVERIES - TWO packing slips containing the following -**  
Part number and barcode (if supplied by ASA)  
Item Description  
Quantity  
Label on EACH carton with the above information  
  
Paperwork to match the information on the boxes  
Carton count on each label  
Country of Origin ☐

Delivery address and details to be confirmed at time of order.

Supplier is required to notify the respective ASA contact anytime product is going to be late, including same day late deliveries.

Supplier \_\_\_\_\_ adheres to the details above.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

If the above terms and conditions are not agreeable, please contact us within 24 hours of receipt.