

_____, 2019

Mr. or Mrs TBD
Position: TBD

Company Name: TBD
Address: TBD

Tel : +TBD
Fax : +TBD
e-mail: TBD

Subject: Purchase Order (No. KARI-19-TBD)

Dear Sir or Madam,

Korea Aerospace Research Institute (KARI, Buyer) hereby places an order with TBD (Contractor) for following items and Services based on the terms and conditions below. Please provide your acknowledgement after receipt of signed Purchase Order by e-mail and proceed the work at your earliest convenience.

A. Order Information: refer to the TBD

Item	Description	Quantity	Unit Price (TBD)	Total Price (TBD)
1	TBD	1set	TBD	TBD
Total (firm and fixed; VAT not included)				TBD

- This Order shall be effective on signature by both Parties.

B. Terms of Payment

- The payment of Total Price as a lump sum shall be made by wire transfer to a bank account as designated by Contractor in its invoice within thirty (30) days after the receipt of Invoice and final acceptance of products by KARI.
- All banking charges incurred in Korea shall be borne by KARI, and those charges incurred outside of Korea shall be borne by Contractor.
- Account Information

Bank Name	
Swift Code	
Account No.	
Address	

- KARI shall remit payment to designated account by Contractor written in the table. Change of bank account information shall require official letter signed by both parties and confirmation by telephone call, nor require amend of purchase order.

C. Delivery

- Incoterms 2010: EXW Contractor site
- Delivery schedule: EDC + 90 days
- Shipping address

Dr. WON-SUB, CHOI
Korea Aerospace Research Institute, 169-84 Gwahak-ro, Yuseong, Daejeon 34133, Korea

D. Performance Bond or Memorandum of Payment

- 10% of Contract Price.

E. Taxes

- The Total Price payable by KARI to TBD hereunder shall be exclusive of Value-Added Tax (V.A.T)

F. Liquidated damages

- Liquidated damages to be applied for late delivery at the rate of zero point zero seven five (0.075) percent of total price per day, up to thirty (30) percent of total price.

G. Warranty (Hardware)

- Warranty period: One (1) year after the acceptance of Item

H. Notice (KARI Point of Contact)

Contractual Matters	Technical Matters
Name : Mr. Ba-Ruem Lee	Name : Mr. Won-Sub, CHOI
Tel. : +82-42-860-2649	Tel. : +82-42-860-2829
e-mail : brlee@kari.re.kr	e-mail : wschoi@kari.re.kr

Thank you in advance for your cooperation.

Sincerely yours,

KARI

P.O acknowledged by :

Ba-Ruem Lee
Procurement Team

Name : _____

Date : _____

cc : Mr. Pyoung-Koo Kang