



LEE LINEAR®

SALES

POLICY



***COMMITTED TO WORK SMARTER
TO BECOME THE SUPPLIER OF CHOICE
FOR PRECISION LINEAR MOTION PRODUCTS***

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THE PRIORITIES OF LEE LINEAR®

THE LEE LINEAR® VISION

To be consistently recognized by our customers, employees, suppliers, and community as a first class company!

THE LEE LINEAR® COMMITMENT

LEE LINEAR® IS COMMITTED TO:

- Complete customer satisfaction
- Being a domestic manufacturer
- Providing competitive pricing with on-time delivery
- Manufacturing quality linear motion components
- Respecting our associates and their safety
- Providing on-going educational and training programs for all company personnel, company representatives, and customers
- Offering unconditional honesty, integrity, quality, service, and doing what is right and ethical
- Respecting the community, environment, and industries we serve
- Working with contract sales representatives who work through distribution to compliment, not compete with, the distributor's efforts
- Supporting the efforts of, and encourage membership in, the Power Transmission Distributors Association

LEE LINEAR® is serious about being a company that is easy to work with!

LEE LINEAR® is committed to work harder to become a supplier of choice for quality precision linear motion component products!

SALES, PRICING AND DISCOUNT POLICY

The price list is the LEE LINEAR[®] List Price Schedule. A Discount Schedule applies to these prices. When requested by an OEM or MRO account, we quote from the LEE LINEAR[®] Price Schedule.

For special items not listed in the current price schedule, net prices are quoted. The distributor must determine the level of profit desired. All quoted specials are maintained in our computer system to ensure consistent pricing to all.

All pricing is per the LEE LINEAR[®] current List Price Schedule, and an applicable current Discount Schedule. Materials or parts requiring additional work not specified in the catalog(s) and/or price list(s) are quoted accordingly. Pricing is on an individual basis, taking into account such factors as quantity, special machining required, and/or any other specifications.

If a customer does not indicate a distributor preference, a referral to a local approved distributor is offered. It is the intention of our company to work through LEE LINEAR[®] distributors.

When several distributors are quoting the same item or items to the same customer, one distributor may be "more creative" with pricing or ordering as a means of securing the order. LEE LINEAR[®] accepts no responsibility for "creative pricing or order structuring".

It is not the policy of LEE LINEAR[®] to advise a distributor there are other requests for quotations for the same item(s). For equivalent quotations, distributor pricing is identical.

When LEE LINEAR[®] announces a price change, a new schedule will be made available to all approved distributors.

DISTRIBUTOR SALES LEADS

LEE LINEAR® funds a national advertising campaign and maintains an active-user friendly website (www.leelinear.com).

Sales leads are provided to distributors supporting the efforts of the company. The choice of which distributor receives the sales lead is determined by zip code or closest proximity to the ad respondent. If a distributor, to whom leads have been sent, does not react promptly to the leads provided, it is assumed the leads were not followed up. Leads are then referred to another distributor in the area. Prompt response to sales leads ensures a continuing receipt of future referrals.

RETURN GOODS POLICY

Only the returns that reference a LEE LINEAR® RGA number will be accepted by our Receiving Department. If the part(s) are found to be defective, we will make it right! All approved items for return must be properly packaged for shipment. LEE will not assume responsibility for improperly packaged product.

In the event an incorrect part is ordered, i.e., wrong diameter, length, tolerance code, quantity, etc., LEE LINEAR® reserves the right to offer a partial credit only towards the placing of a subsequent order. There is no credit for special setup charges and freight. All part(s) must be properly packaged for shipment, and returned via freight prepaid with a LEE LINEAR® RGA number. LEE does not assume responsibility for improperly returned packaged product.

USER DIRECT POLICY

It is the policy of LEE LINEAR® to sell its products through industrial distribution channels.

Customers contacting us directly are encouraged to work through a local distributor.

In the event an OEM or MRO customer refuses to deal with a local distributor, the company reserves the right to either help find a distributor, or work directly with that customer.

"DROP-SHIPS"

"Drop-Ships" are made upon request. When a distributor "drop-ships" to one of their customers, we enter the name of the "drop-ship" customer into our computer system. In the event another distributor "drop-ships" to that same customer, LEE LINEAR® assumes no responsibility to notify the original distributor.

HANDLING/SETUP CHARGES

Special setup, boxing, customization, and/or handling charges may be applicable.

TERMS AND CONDITIONS OF SALE

All prices are F.O.B. Piscataway, New Jersey. Payment terms are net 30 days. Returns or cancellations are not accepted without prior approval. No responsibility can be assumed for delivery delays resulting from fires, strikes, material shortages, or any other cause beyond our control.

Purchase orders are accepted subject to these conditions, regardless of statements or stipulations made on the customers original or confirming purchase orders. Prices are subject to change without notice. No shipments are made to an account with unpaid invoices over 50 days.

For terms, and conditions for shipments outside the continental United States, please contact our office. Purchases from offshore accounts may be made by payment in advance for the purchased products, as well as for any prepaid handling-shipping charges by appropriate wire transfer.

**THANK YOU FOR YOUR CONSIDERATION, OPPORTUNITIES AND
YOUR BUSINESS!**

Our contact information is:

Phone: 732-752-5200

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