

Commercial terms checklist

From: Scaling from Sample to Container Order

<https://emiagroindustries.com/playbooks/scaling-from-sample-to-container-order#checklist-commercial-terms>

- ☐ 1. Incoterm and named place on the pro-forma
- ☐ 2. Freight and insurance responsibilities understood
- ☐ 3. Payment structure agreed (LC or TT; deposit; balance trigger)
- ☐ 4. Bank details verified by call-back to a known number
- ☐ 5. Payment routed to the exporter's own bank account in the legal name
- ☐ 6. Claims window for quality issues agreed
- ☐ 7. Currency and exchange-rate treatment agreed
- ☐ 8. Pro-forma, specification agreement and purchase order cross-referenced