



Distributor / Representative Guidelines for 2010/2011

The general guidelines described below are to be applied to, and followed by, authorized Distributors and Representatives of LabAlliance, a division Scientific Systems, Inc.

Additional details will be provided, as required, in the near future, depending on your particular status.

- ▶ **Distributor:** A Distributor does at least \$ 50,000.00 in business with LabAlliance over the course of a calendar year. This business must be continuous orders over a significant period of time, not a one-time order for a high value system.
- ▶ **Representative:** A Representative does at less than \$ 50,000.00 in business with LabAlliance over the course of a calendar year.
- ▶ **Status:** Any entity conducting business with LabAlliance in the capacity of Distributor or Representative will be advised of their status, based on the volume of business defined above.

As a **Representative**, you may (during a calendar year) exceed the \$ 50,000.00 threshold. However, this does not automatically transition your status to Distributor. If the threshold is exceeded, your status will be reviewed and you may be upgraded to Distributor at the beginning of the next calendar year, and you will be advised if so. Your status is determined at the discretion of LabAlliance, based on your performance, business volume, business potential and our best judgment.

As **Distributor**, your business activity may slow to a rate that LabAlliance determines is below the \$ 50,000.00 threshold. In this case, your status as Distributor will be downgraded to Representative at that time. This transition will occur at the discretion of LabAlliance and you will be advised accordingly. Your status as Representative will continue into the following calendar year, and future upgrades will be considered under the guidelines for Representative above.

- ▶ **Pricing:** All price lists are found on the LabAlliance website (www.laballiance.com). You may request access to our price lists by clicking on the **secured site icon** and completing the form. Once the form is completed, you will have access to your price book (depending on your status) within 24 hours. Pricing can change without notice. However, LabAlliance endeavors to provide adequate notice to all Distributors / Representatives when specific or overall price changes occur.
The price list is the LabAlliance price to you, or your cost. It is up to your discretion as to the price quoted to your customer. We do not suggest a “list price”. All prices are FOB State College, PA USA.
- ▶ **LabAlliance Quotations:** The price list is to be used primarily for business transactions. For a complex system or a custom item, we will provide a specific quotation per your request. Please observe all terms and conditions listed on the quotation, e.g. quotations are valid for 30 days or as specified.
- ▶ **Payments:** All LabAlliance Distributors / Representative orders are **pre-pay**.
- ▶ **Orders:** The minimum order amount is US \$ 50.00. Indicate shipping method and/or “drop ship” address, if required, on your order. We ship only using UPS, UPS/SCS (Our Freight Forwarder) or Federal Express. (Please supply your shipper account number. Orders with incorrect pricing will be returned for correction and re-issued (LabAlliance will advise on discrepancies). All orders will be acknowledged with a delivery date. Orders will not be entered into our system (and not acknowledged) until prepayment is received.