



## **OCS Terms & Conditions :-**

**1. Security deposit :** Minimum Rs. 50000-00( refundable interest free) or an equivalent amount that covers your monthly sales via the OCS network ( ie. If your monthly bill with OCS is Rs. 94000-00 then the security deposit applicable would be Rs.100000-00 with us).

**2. Bank guaranttee :** equivalent to your monthly sales via the OCS network. Please note that BG will be accepted norm of security deposit only in the case off your monthly sales being in excess of Rs. 150000-00 (If your monthly sales with us is Rs 175000-00 then we will accept a BG for Rs 125000 + minimum cheque deposit of Rs 50000-00 totaling to your monthly sales amount).

**3. Monthly Invoices :** present months invoice will be raised in the first week of the following month and delivered to your office by the 7th or the 8th day of the following month. These will have to be cleared by the 15 th day of the same month (ie. Dec 04 invoices will be delivered to your office around the 7th of Jan 05 and the payments against them should be recieved by the 15 th of Jan 05).

**4. OCS Franchisee processing fee :** Rs 10000-00 (Non refundable)

**5. Stationery products & office equipment:** Must be paid in advance before delivery of the same as per stationery and other products charges file sent earlier.

**6. Communication equipment :** You must have all the basic communication facilities (ie. Telephone/ Fax / Computers / Printers / Internet connection / Email address). Kindly advise us by email a list of office equipment available at your site of work as this is mandatory.

**7. Delivery & office staff :** You must have a minimum of 2 delivery staff along with one customer service executive / operation supervisor at your site of work involved with day – day execution of business. Please be advised all delivery and office staff should be in OCS official uniform during work hours. The uniform can be purchased through the OCS head office & branch offices located all over India. Please provide us the details of your staff with their names and contact information.

**8. Delivery area guide (Pin Codes)** : Please provide us with detailed Pin codes of the area in your city where you can pick – up and deliver shipments through your own delivery staff . Please note it is mandatory for all OCS franchisee 's to deliver without any extra charge within the city limits where they have their operations.

**9. Note** : All Cheques, Demand Drafts & Bank Guarantees will be made in favour of **“OCS India Pvt Ltd”** payable at New Delhi.

Hope the above conditions of business are clear. For any further information and clarification you can contact the undersigned at your earliest convenience.

Regards,

**Manish Gupta**  
**Executive Director,**  
**Sales & Marketing Division,**  
**OCS India Pvt Ltd .**

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