



**Terms and Conditions – Cancellation Policy**

A purchase order is a legal binding contract between the purchaser and AECI.

After an approved purchase order is transmitted to the supplier, there may be a legitimate business reason to cancel one or more lines of an approved purchase order or the entire order. The authorized procedures to cancel a purchase order and terminating the legal obligation to the supplier are listed below.

**If the product(s) has not been shipped**, the purchaser must inform the supplier that the product(s) is not required, and that a formal purchase order cancellation will be issued and transmitted to the supplier. Upon mutual agreement, the PO may be canceled. It is recommended that details related to the call to the supplier be documented in the "Notes" section of the PO cancellation (reason for cancellation, date of call, supplier contact name, etc.) for future reference. **Parts scheduled to ship within 30 day period of PO cancellation request, may NOT be canceled. For all cancellations, a service fee of 20% minimum of remaining PO value will be implemented which buyer agrees to pay within 10 days of cancellation request. For orders under \$100, no return refund permitted.**

**If the product(s) has been shipped**, cancellation is disallowed. In the case where parts may be found faulty by end-use customer, or are damaged during shipment, resolution must be addressed via a Return Materials Authorization (RMA) and supplier credit memo. The invoice for the shipment must be paid and the supplier credit will offset the invoice that was issued upon shipment of the product(s) by the supplier. Under no circumstance will AECI "buy back" inventory.

**Any returned parts must include original FAA 8130-3 or purchaser will be held liable for the costs involved with re-certifying the items.**

**The supplier may refuse to issue an RMA and credit if the product(s) ordered is a special order or non-stock product(s), or exceeds the 30 day return limitation.**

It is the responsibility of the purchaser to request the RMA and track the credit to ensure receipt of credit in accounts payable to offset the supplier invoice.

**Any terms and conditions proposed in purchaser's purchase order which vary from or conflict with the terms and conditions herein are hereby objected to, and may become effective only if accepted by AECI in writing specifically, and not conditioned on receipt, acknowledgement and acceptance of purchase order.**