



General Terms & Conditions of Sale H&R Group US, Inc.

Scope

USA / Mexiko / Canada

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1. Definitions	3
2. General Terms.....	3
3. Price and Payment.....	4
4. Delivery.....	4
5. Force Majeure.....	4
6. Notice.....	4
7. Claims.....	5
8. Limitation of Liability.....	5
9. Risk.....	5
10. Title	5
11. Licenses, Trade Marks and Trade Names	6
12. Warranty	6
13. Health and Safety.....	6
14. Assignment	6
15. Third Party Rights	6
16. Data Protection	6
17. Entire Agreement.....	7
18. Applicable Law.....	7
19. Attorney’s Fees	7
20. Miscellaneous.....	7
21. Survival and Incorporation	7

For the sake of simplicity and easier reading, only the masculine form has been used.



1. Definitions

„Acknowledgment of Order“	means the written notice sent by H&R to Buyer indicating that the Buyer’s Order has been received but has not yet been accepted.
“Affiliate”	means Parent or any company which is directly or indirectly controlled by the Parent, where “directly” means the Parent has the majority of the shares or ownership interest, and “indirectly” means a series of companies beginning with the Parent which are so related that each in the series is directly controlled by one of the other companies earlier in the series.
„Buyer“	means the purchaser of any products or services from H&R.
“Bill of Lading”	means the note specifying the name and weight of Product and which is deemed to be handed to the Buyer at the point of delivery.
“Force Majeure Event”	limited to: an act of God, industrial action, wars, fires, floods, government action, accident, breakdown of plant, failure or cuts in supplies of electricity, gas or water, or inability to obtain raw materials.
“H&R”	means H&R Group US, Inc. and/or its Affiliates.
“Incoterms”	means the definitions, provisions and rules contained within Incoterms 2010, the International Chamber of Commerce rules for the use of domestic and international trade terms, and which are incorporated into and form part of these terms and conditions to the extent they do not conflict with any of the terms herein.
“Order”	means the request to purchase Product sent by Buyer to H&R.
“Order Confirmation”	means the written notice sent by H&R stating acceptance of the Buyer’s Order and detailing estimated shipment date, price, and payment terms.
“Parent”	means H&R International Beteiligung GmbH.
“Product”	means any tangible good or moveable property offered for sale by H&R or sold by H&R to Buyer.
“Safety Data Sheet”	means the sheet of instructions for safe handling, storage and clean-up of Product.

2. General Terms

- a) These conditions of sale apply to the supply or sale of all products by H&R. H&R does not accept any of the Buyer’s conditions of purchase unless H&R has expressly agreed to any of them in writing prior to the date of the Acknowledgment of Order. By sending an Order to H&R, Buyer agrees to the terms and conditions contained within this document.
- b) The contract between H&R and the Buyer is not formed until, and the Buyer is entitled to cancel its Order at any time before, the date of the Order Confirmation.
- c) A quotation issued by H&R shall not constitute an offer to sell products and all quotations are subject to an Order being placed by the Buyer and an Order Confirmation being sent by H&R.



3. Price and Payment

- a) The price of the products and the payment terms shall be stated on the Order Confirmation and are exclusive of any taxes.
- b) All payment will be made by direct debit or any other reasonable means of payment requested by H&R, and H&R may apply any payment made to it to such products and accounts as it sees fit.
- c) H&R may at any time withhold any sum due from H&R to the Buyer and set off the same against any sum due from the Buyer to H&R under any contract whatsoever, and the price of all Product supplied is due on delivery even though title in the Product may not have passed to the Buyer. Buyer must make full payment without any deduction for set off or counterclaim.
- d) H&R reserves the right to suspend deliveries of Product and/or to require payment in cash with Order where the Buyer's credit limit has been exceeded or where Buyer has failed to make any payment by the date on which that payment is due.

4. Delivery

- a) The shipment dates specified on the Order Confirmation are estimates only and H&R shall not be liable for failure to deliver by said date or dates.
- b) Buyer shall accept the weight shown on the Bill of Lading as represented at the time of taking of those measurements.
- c) Where it is responsible for delivery, H&R shall deliver Product to the place of delivery identified in the Order. If Buyer subsequently wishes to change the place of delivery, Buyer is responsible for any extra delivery charges. Buyer shall ensure clear and uninterrupted access to the place of delivery.
- d) If Buyer for any reason does not take delivery of the whole or any part of Product, Buyer shall be liable for the full cost of disposing of any unaccepted Product. H&R shall not be liable for the replacement of Product not accepted by Buyer unless Buyer follows the procedure outlined in section 7 below.

5. Force Majeure

- a) If H&R is unable to supply Product by reason of a Force Majeure Event, it shall not be in breach of contract, nor liable for any failure or delay in performance of any obligations under its contract with the Buyer arising from or attributable to said Force Majeure Event.
- b) If a Force Majeure Event prevails for a continuous period of more than three (3) months, H&R may terminate its contract with the Buyer by giving fourteen (14) days' written notice to the Buyer. On the expiry of this notice period, the contract between H&R and the Buyer will terminate. Such termination shall be without prejudice to the rights of parties in respect of any breach of the contract occurring prior to such termination.

6. Notice

- a) To be effective and sufficient for purposes of notice or to satisfy any requirement under this contract, the notice provided must be in writing.
- b) Notice shall be given to a party using the contact information provided by the parties in the Order sent by the Buyer or the Acknowledgment of Order or Order Confirmation sent by H&R.



- c) Written notice may be provided by traditional mail, by facsimile transmission, or by electronic mail. Under no circumstances shall any short message service (SMS), telephonic text message, instant message service, social media post, or any other form of communication constitute sufficient notice under this contract.
- d) Notice shall be considered delivered and effective when deposited with a national postal service or certified and bonded private courier service if a traditional hardcopy document. Notice provided by facsimile shall be considered delivered and effective upon successful transmission of the facsimile. Notice provided by electronic mail shall be considered delivered and effective upon successful transmission of the electronic mail from the originating server or internet provider.

7. Claims

- a) Buyer shall notify H&R in writing at H&R's Houston office, within 3 days from receipt of Product, of any shortage of, damage to, or non-conformity of Product, and if Buyer fails to follow this procedure then H&R shall not be liable to replace or make good the same or be under any liability whatsoever to the Buyer. The notification of Buyer to H&R of a shortage, damage, non-conformity or other defect to Product does not automatically create liability to replace said Product, nor does it constitute a breach of any purchase agreement between Buyer and H&R.
- b) Once H&R has received the notice required by section a), H&R will use good faith to determine whether a shortage, damage, non-conformity, or other defect has affected the delivered Product. H&R shall have a reasonable amount of time to cure any defect before a breach of any purchase agreement may be claimed by Buyer.

8. Limitation of Liability

- a) H&R's liability shall be limited to the cost or replacement of the Product. H&R shall not be liable for loss, damage or injury resulting from the use or handling of the Product.
- b) Neither party shall be liable to the other for any indirect, special or consequential damage, loss of profit, loss of contract or loss of goodwill arising out of any contract incorporating these terms and conditions, whether in contract, tort (including negligence and products liability) or otherwise.

9. Risk

Risk in the Product shall pass to the Buyer in accordance with the relevant Incoterm under which the Product is sold.

10. Title

- a) Title to the Product remains with H&R, and Buyer will hold the Product for H&R, until H&R receives payment in full. Pending payment Buyer shall keep the Product separate and clearly identified as the property of H&R which must be returned or made available for collection at H&R's request.
- b) If the Buyer ceases or threatens to cease to carry on business or becomes unable to pay its debts or if a receiver is appointed or if a distress, execution, sequestration or other process is levied or enforced on the Buyer's assets, or any equivalent action occurs in any jurisdiction then and in any such event H&R may enter onto Buyer's premises (and Buyer hereby gives consent to such entry) without notice and recover the Product.



11. Licenses, Trade Marks and Trade Names

Nothing in these terms and conditions, whether express or implied shall be deemed to confer any right of use or interest in any trademark, trade name, color scheme or other marking indicia owned by H&R or any of H&R's Affiliates in relation to the Product, unless specifically authorized in writing by H&R.

12. Warranty

- a) Products sold by H&R are sold on an "AS IS" basis. No warranty, condition or term (express or implied) as to condition, quality, or suitability for purpose of the Product is given or can be assumed. Buyer acknowledges responsibility for determination of the condition, quality and suitability of Product and expressly waives all reliance upon H&R for the same.
- b) In pursuance of its policy of continued development and improvement, H&R reserves the right to modify the specifications of its Product without prior notice. Where Buyer agrees in writing to a specification for a Product, then any information or advice given by H&R in arriving at the specification is accepted at the Buyer's risk.
- c) All the specifications, dimensions, weights and the like contained in any literature supplied by HC&CR or otherwise communicated to the Buyer are provided by H&R in the belief that they are as accurate as reasonably possible, but they do not constitute a description of the Product, nor are they warranted to be accurate.

13. Health and Safety

The Buyer shall comply with and ensure that its customers, employees, agents and contractors comply with all information contained in the Safety Data Sheets or other information which H&R may supply from time to time and shall indemnify and keep H&R indemnified against any liability claim, proceeding, cost or expense arising out of or in connection with any failure to comply with health and safety standards, Safety Data Sheet Requirements, or any applicable law, statute, regulation or directive. Compliance by Buyer with the Safety Data Sheet shall not excuse Buyer from any other obligation or recommendation it is required to comply with in relation to the Product by virtue of any law, statute, regulation or directive.

14. Assignment

Buyer may not transfer any contract it has with H&R in whole or in part without the prior written consent of H&R. H&R may assign or transfer any such contract or any part thereof to an Affiliate.

15. Third Party Rights

Nothing in these terms and conditions shall create any rights for third parties under any applicable law, statute, regulation or directive.

16. Data Protection

Buyer is aware that H&R may use third parties to provide services pursuant to any contract between them and hereby consents that H&R may pass on details concerning Buyer's customers to such third parties in accordance with any applicable law, statute, regulation or directive.



17. Entire Agreement

These terms and conditions constitute the entire understanding between the parties with regard to the supply of Product and supersedes all prior negotiations, representations or agreements, written and oral, which the parties may have had. This contract does not establish an agency relationship, partnership or other relationship between the parties.

18. Applicable Law

This agreement is governed by the laws of the State of Texas and Texas Courts shall have jurisdiction in relation to it.

19. Attorney's Fees

Should either party resort to the court system to resolve a dispute, controversy or claim arising out of or in connection with these terms and conditions or any contract for purchase of Product between Buyer and H&R, the party that prevails shall be entitled to the collection of attorney's fees as damages.

20. Miscellaneous

- a) The section titles in this contract are for informational purposes and ease of navigation only. Under no circumstances shall a section title be used to interpret or modify the language or wording of any clause or provision within this contract.
- b) Where necessary, the masculine pronoun includes the feminine and vice versa. Where necessary, the singular includes the plural and vice versa.

21. Survival and Incorporation

The terms and conditions contained within this document form an essential understanding between the parties that underlies any contract for the purchase of Product between Buyer and H&R. Unless expressly disclaimed in a written document signed by both parties these terms and conditions survive and are not superseded by any subsequent contract or agreement between Buyer and H&R and are incorporated into those contracts or agreements regardless of whether those contracts or agreements make reference to these terms and conditions.