



**TEAS AND THES (CHINA) LIMITED**

# **Drop Shipping Service**

Thank you for choosing our service. Please check the information below for detail rules of our Drop Shipping service.

## **Content**

- ① Process of Drop Shipping
- ② Commission Rebate of Drop Shipping Orders
- ③ Price
- ④ Payment
- ⑤ Shipment
- ⑥ Product Information
- ⑦ About Packing
- ⑧ Support

## Process of Drop Shipping

How to become our Drop Shipping partner? How is a drop shipping order processed? The answer of all your questions is below:

Step 1: You sign up an account on our site [teasandthes.com](http://teasandthes.com);

Step 2: We send you the information of teas. You upload the products on your site;

Step 3: When a new order comes, you send us the order details via e-mail;

Step 4: We will send you an invoice to pay, or PayPal request if you choose to pay per-order. Or we deduct the cost from the anticipated payment you made.

Step 5: We then send out the package to the customer on your behalf as soon as payment is received. We offer the tracking number of the package so you can track it.

Note: order details must include the following information: item's name & quantity, total amount of the order, a correct shipping address, recipient's e-mail & phone number, free tea samples, and notes if needed.

We provide up to 3 free tea samples for your customers. Check how they can get it [here](#).

## Commission Rebate of Drop Shipping Orders

You can gain as much as **20%** commission for tea orders, **15%** commission for tea wares orders. In the meantime, we will rebate you an **extra 2%** commission everytime the total amount of your drop shipping orders reaches \$500 USD (not including shipping cost).

When TeaVivre's tea is on promotion, orders from your website will still be credited at original price.

## Price

We will calculate the amount you need to pay for each order based on the following formula:

**Tea:** retail price of the item\* x 80% + shipping cost\*

**Tea ware:** retail price of the item\* x 85% + shipping cost\*

*\*Retail price of the item refers to TeaVivre's retail price. You can decide the retail price on your site by yourself. It is not required that to set the price exactly the same with ours.*

*\*Shipping cost refers to the shipping cost under the retail rule that is currently using on our site, which is \$5.90 for orders by USPS, and \$3.90 for orders by China Post Air Mail. Orders over \$30 by China Post Air Mail are free shipping. You can also set the shipping rules on your site by your own.*

## Payment

In the first month of our cooperation, you can pay the orders one by one. Later in the second month, you can start to use anticipated payment. You can make anticipated payment of a certain amount, and we will deduct the cost-per-order from the amount. Any questions about the anticipated payment, please contact us for further discussion.

For per-order payment and payment less than \$500 USD, we accept Visa, MasterCard, American Express and Discover cards, along with PayPal, Money Bookers and Western Union.

For payment over \$500 USD, we accept PayPal Mass Payment, BankTransfer and Western Union.

## Shipment

Shipping method of drop shipping orders is determined by you. You can choose from the shipping methods we are currently offering for retail orders as below.

Shipping Method	Shipping Scope	Shipping Cost
China Post Air Mail	Worldwide	\$3.9 for orders less than \$30; Free shipping for orders over \$30
USPS	USA ONLY	\$5.9
AU e-Packet	Australia ONLY	\$7.9
UK e-Packet	UK ONLY	\$7.9
EMS (Express Mail Service)	Worldwide	\$18.9 to \$29.9

If you request other shipping methods, please contact us for details.

## Product Information

We will provide the following information of our products: general introduction, brewing guide, test report or certificates, special features, origin place, tea tree, tea farmer, health benefits, history, making process and so on.

For product pictures, we do not provide the original un-watermarked photos. If you need to watermark the picture with your own logo, please send us your design. We will do it for you. If you don't need to change the watermark, we will send you the pictures with TeaVivre's watermark.

## Support

Instant status updates on your orders and packages. We offer a tracking service for your customer's package. When the tracking number of the package is available, we will add it into the order record. You can log into your [TeasandThes](#) account to check the tracking number. We will also track the package for you.

Instant information updates for your products. You will be aware of our new arrivals and unavailable productions fast. Besides, we can assist you to check the products on your website, in order to make sure all of your products are new and complete.

Please inform us as soon as you can of any questions about the teas and tea wares from your customer.

Terms of Refund & Return: for quality issues, we will make a refund upon receiving the teas or tea wares. If there is damage during shipping, we will manage the issue depending on the actual situation.

We also provide private labeling. If you need, please contact us for details.

If you have any other questions, suggestions or comments about the details above, we will be glad to hear, as well as to have further discussion with you.

### Contact us via:

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