



CINOVA LLC

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How We Work

Manufacturing Services and Process

Cinova LLC provides turn-key services for your outsourcing needs. Partnering with our customers, we play the role of your overseas office and works as an extension of your purchasing function. Our services include:

- Sourcing suitable factory in China
- Negotiate costs and payment terms
- Quality control and inspection
- Coordinate independent testing and inspections
- Logistics and supply chain management
- Custom clearance in both China and US



Cinova LLC works strictly according to your specifications, quality standards, delivery schedule and supply chain requirements.

If your products are **labor intensive** or not cost-effective to be manufactured in North America, we can find you the solution in China and may save you 20 to 40 percent. The more labor involved in the manufacturing process, the more cost savings for our customers. Cinova LLC represents its North America customers in China.

Over the years, we have developed a systematic and organized process as follows in order to minimize your risk of manufacturing in China.

Step 1: Inquiry received

The customer provides the following information and RFQ (request for quotation):

- Samples, drawings and quality requirements – so that the factory understands the quality level of the product.
- Annual order quantity – quantity determines the price.
- Target price - so that we can determine whether or not we can save you money going to China.
- Packaging requirement – packaging cost is part of the cost as well.
- Destination of delivery – if you need an all-inclusive price delivered to the nearest custom's warehouse or to your door.



Step 2: Price quotation

We normally reply to our customers with formal price quotation within two to three weeks. Prior to sending product information to the factory, we normally pre-qualify the factory and require the factory to sign a Non-disclosure Agreement. The Non-disclosure Agreement is to protect our client's intellectual property, patents and confidential information from being disclosed illegally.

Step 3: Sampling process

If the price is accepted by the customer, we would request that our customer issue a purchase order (PO) contingent upon sample approval and pay tooling deposit (if apply). With a conditional PO and tooling deposit, we will instruct the factory to make first article samples for our customer to review.



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Step 4: Order confirmation

If the first article sample is approved by our customer, we will accept the PO per negotiated payment terms and confirm the PO with both our customer and the factory.

Step 5: Production and quality control

During manufacturing, **Cinova LLC** will oversee the quality and production to ensure customer's product requirement and delivery schedule are followed. Depending on the item, we may also provide a small quantity of production samples for the customer's review. We will send our customers periodical status report to ensure the quality and production are under control.



Step 6: Final inspection and shipment release

We will perform a final inspection before shipment. After the final inspection is approved by Cinova LLC we will help arrange the boat and clear customs in both China and the destination country so that the shipment can be delivered to our customer's door or anywhere in the world.