CHINA PROCUREMENT AGENCY SERVICES · FEE SCHEDULE

Service Fee Structure

XILINK offers three modes of cooperation. All fee standards and the company's sources of income are fully disclosed in this document; all third-party costs are settled at actual cost against original invoices, with no markup of any kind.

0 markup

Full-Container Procurement Agency PRIMARY MODE

Zero markup on the goods and no service fee; the buyer pays the factory ex-works price.

Source of income China refunds 6–11% of VAT on exported goods. In conventional trading chains this rebate is usually retained undisclosed by intermediaries; XILINK takes it as its declared service compensation, which is why no markup is added to the goods price.

5 %

Direct-Contract Agency Fee

Where, following XILINK's introduction, the buyer contracts directly with an export-licensed factory, an agency fee of 5% of the contract value applies.

$60 /person/day

On-Site Services

Factory audits, inspections and accompanied visits commissioned separately are billed per day; travel costs are settled at actual cost. Details in the table below.

01 On-Site Service Rates

ITEM	RATE	DETAILS
Service fee	**$60** /person/day	Eight hours of on-site service per day, covering factory audit, inspection, accompaniment and business negotiation; overtime is billed at $10 per hour.
Hotel	**⩽$55** /night	Business-class hotel, preferably near the factory; settled at actual cost against original invoices.
Meals	**$8** /meal · max $24/day	Local business-meal standard; settled against invoices.
Transport	**Pre-approved routes**	Itineraries are planned in advance and confirmed by the buyer; intercity travel by second-class high-speed rail or economy flight; where a full-day vehicle is required, car rental is $45–70 per day, driven by XILINK staff at no additional driver charge.
Interpreter	**On request**	Specialist industry interpreters are arranged and passed through at actual cost, with no markup (Russian technical interpreter, reference rate approx. $310/day; routine business communication is handled by XILINK staff).

Worked example Three-day factory audit (two hotel nights) = service $60×3 + hotel ⩽$55×2 + meals ⩽$24×3 = **⩽ $362**; intercity transport settled separately at actual cost.

NOT BILLED Pre-trip factory shortlisting and supplier screening, meeting scheduling, itinerary planning, and all online communication.

02 Engagement & Payment Process

1. **Scope confirmation** — tasks, days, locations
2. **50% advance payment** — engagement commences
3. **Service delivery** — real-time reporting
4. **Report delivery** — within 48 hours
5. **Final settlement** — with all original invoices

03 Fee Transparency Commitments

Single source of income

On-site services are remunerated solely by the service fee; container procurement solely by the export VAT rebate. No price spread is taken and no factory commissions are accepted.

No hidden charges

No item absent from this document will appear on the final invoice.

Complete documentation

All reimbursed items are supported by original invoices and open to full audit.

Prior budget approval

Any expenditure beyond the estimate requires the buyer's written confirmation before it is incurred.

04 Special Terms

- **Urgent service** (notice within 24 hours): service fee +20%
- **Statutory holidays**: service fee +50%
- **Remote areas**: travel arrangements and costs agreed in advance
- **Long-term cooperation**: framework agreement with contractual rates available
- **Report delivery**: within 48 hours of completion, with photographs, video and written records

05 Core Strengths

13+ years of export experience

In-depth knowledge of Chinese manufacturing and supply chains, including where risk typically arises.

Full process visibility

Photographs, video and written records are transmitted the same day, keeping the entire engagement visible.

Local resource network

Long-standing working relationships with suppliers, testing institutions and logistics providers.

Up-front risk control

Quality issues are identified and resolved before goods leave the factory, avoiding remediation at the destination port.

STARTING A PROJECT

Procurement enquiries may be submitted through any of the channels listed; XILINK responds within 24 hours with a feasibility assessment and cost estimate.

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