

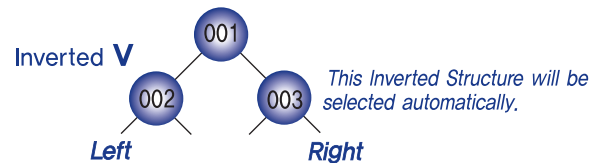
Instructions for Completing the Customer Order Form Independent Representative Product Order Form

Please note the following:

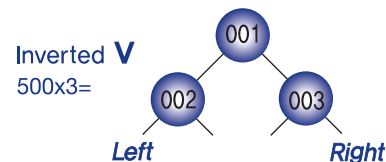
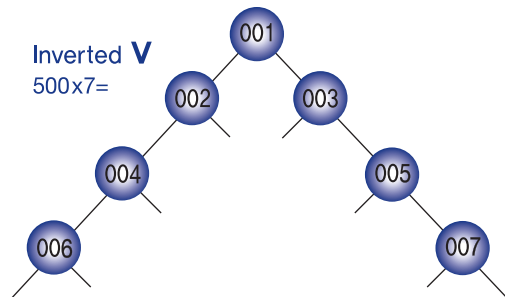
- Orders cannot be shipped to APO/FPO/PO Box addresses.
- All credit card orders will be shipped to the credit card holder.
- Orders can be shipped only within the country corresponding to the form used.

Calculate the amount by multiplying the unit price and quantity in each row.

- ➔ Write the shipping address in which you would like the order to be shipped (no AFO/FPO/PO Box addresses).
- ➔ Sponsor's name (personal or business), Richway ID number under which your earned Business Centers are to be placed.
- ➔ Fill in the Independent Sales Associate's Richway ID number under which your earned Business Centers are to be placed.
- ➔ Fill in the specific amount of Business Centers earned.




- ➔ Fill in the specific Business Center Number under which your earned Business Centers are to be placed. Then mark left or right for the leg under which you wish these Business Centers are to be placed.
- ➔ Calculate the product subtotal.
- ➔ Calculate the sales tax by multiplying the subtotal by the correct sales tax percentage (if applicable).
- ➔ Calculate the total payment due by adding the sales tax and the shipping and handling fees.
- ➔ Complete if the billing address is different from the shipping address.
- ➔ Check to ensure that the form has been completed correctly. Sign and date the Customer Order Form once completed.



Remember to sign and date the Richway Customer Order Form once completed.

In case you are unavailable, write or stamp the name and daytime phone number of the upline Independent Sales Associate you would like us to contact in case we have any questions about your order.



Simple and Easy Internet Orders

www.richwayandfujibio.com / www.richwaybackoffice.com



PLEASE TYPE OR PRINT LEGIBLY

RI

Customer Information

↓ CUSTOMER ORDER FORM

New Customer check Existing Customer check

Richway ID (Complete if Existing Customer)

Name (Last) (First) (Middle Initial)

E-mail address Check this box, Sign up for Richway's free e-mail newsletter! Be the first to hear about exclusive offers, deals, new products/services, and more!

Address (Street Number, Name, Apt Number)

City State Tel ()

*By entering your e-mail address, you will receive tracking information for your order

Sponsor Information

Richway ID

Name (personal/business) (Last) (First) (Middle Initial)

E-mail address

Contact Telephone Number with Area Code ()

*Orders cannot be shipped to APO/FPO/PO Box addresses *If a credit card is used, orders must be shipped to the cardholder *Any changes to the shipping address after the order has been processed will incur a \$25 charge. Additional charges may apply dependent upon the type of change requested.

↓ **IMPORTANT:** ① Existing Customer orders submitted without placement will be automatically placed in the Customers/Enrollee's best place. ② New Customer orders submitted without placement will be automatically placed in the Sponsor/Enroller's best place. ③ Multiple orders submitted at the same time without placement will be processed in sequential order.

Placement Information

Richway ID

Name (Last) (First) (Middle Initial)

Number of Account Each \$500 value Richway Product will be one Business Center.

Extension Number (This is the number connected to upline's Business Center) ② Left check Right check

Order Information

ITEM NO.	DESCRIPTION	UNIT PRICE	QUANTITY	AMOUNT
1				
2				
3				
4				
5				
6				

Complete if billing address is different from shipping address

Cardholder Billing Address:

City State -

Subtotal	
Sales Tax (%)	
Shipping & Handling (Delivery within 14 days)	
Total Payment Due	

Richway & Fuji Bio Inc, Guarantee: Richway & Fuji Bio Inc, will accept packages: a. 7 days from initial date of receipt for 100% refund b. 8-14 days from initial date of receipt for 70% refund c. 15-30 days from initial date of receipt for 50% refund d. 31 days or more, there is no refund. All refunds are less shipping and handling fees. Customers are responsible for return shipping charges.

Credit Card Payment

Credit Card Number - - -

Visa/MC Amex Discover Other ()

Expiration Date / Approval Code

Cardholder Name: Authorized Signature:

Customer's Signature: _____ Date: ____ / ____ / ____

I hereby certify that I have read and agree to the terms and conditions of Richway's refund policy and take full responsibility for any errors in the completion of this form.

PLEASE TYPE OR PRINT LEGIBLY

RI

Customer Information

↓ CUSTOMER ORDER FORM

New Customer check Existing Customer check

Richway ID (Complete if Existing Customer)

Name (Last) (First) (Middle Initial)

E-mail address Check this box, Sign up for Richway's free e-mail newsletter! Be the first to hear about exclusive offers, deals, new products/services, and more!

Address (Street Number, Name, Apt Number)

City State Tel ()

*By entering your e-mail address, you will receive tracking information for your order

Sponsor Information

Richway ID

Name (personal/business) (Last) (First) (Middle Initial)

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1				
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Complete if billing address is different from shipping address

Cardholder Billing Address:

City State -

Subtotal	
Sales Tax (%)	
Shipping & Handling (Delivery within 14 days)	
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Credit Card Payment

Credit Card Number - - -

Visa/MC Amex Discover Other ()

Expiration Date / Approval Code

Cardholder Name: Authorized Signature:

Customer's Signature: _____ Date: ____ / ____ / ____

I hereby certify that I have read and agree to the terms and conditions of Richway's refund policy and take full responsibility for any errors in the completion of this form.



www.richwayandfujibio.com

TERMS AND CONDITIONS

Richway & Fuji Bio Inc., herein referred to as the company, willfully accepts applications for new Independent Representatives, herein referred to as I.R., to market their products to retail customers. Whereas: the applicant herein is interested in becoming an I.R. and earning compensation for the sale of Company Products to the retail customer. Therefore, these persons enter and agree to the Terms and Conditions herein set forth:

To become a Distributor of Richway & Fuji Bio Inc., a person (or legal entity) must be sponsored by a current active Richway Distributor. No purchase or investment is necessary to become a Richway Distributor.

- All application details must be filled out completely and properly. Richway will not be responsible for loss of commissions or bonuses, nor delays in Distributor registrations due to errors by Distributors in preparing or sending in this application or other documents.
- Distributor I.D. Number. Richway will issue each Distributorship a Richway I.D. Number. Please use the Richway I.D. Number for all communications. Distributors are requested to use their I.D. Number on their marketing materials and customer orders.
- Distributor Limitation. Only one distributorship per person shall be given. All distributors must be of legal age as defined by the State in which the Distributor resides.
- Agreement. As an independent contractor, the Distributor shall abide by any and all federal, state, county and local laws, and policies and procedures pertaining to the Distributor application, and/or acquisition, receipt, holding, selling, distributing, or advertising of company products.
- The Distributor shall make, execute, or file, at his/her own expense, all reports and obtain licenses as required by law or public authority with respect to this application. The Distributor is solely responsible for the declaration and payment of all local, state, and federal taxes as they accrue because of the Distributor's activities in connection with this application.
- The Richway business is to create customers by retailing Richway products, for their personal use or family use. It is company policy, however, to strictly prohibit the purchase of products in unreasonable amounts solely for the purpose of qualifying for commissions or advancement in the marketing commission program. A Distributor may not load inventory, nor encourage others to load inventory. Failure to abide by this policy will result in termination. A Distributor must be able to document that at least 70% of products purchased have been sold. Distributors will be requested to prove retailing of products.
- Orders paid by credit card may be placed by mail, fax, or telephone (which will be followed by the original copy of the order sheet and sales slip or receipt sent to Richway). Other payments must be made by mail. If special shipping is requested, the customer must understand and agree to pay additional charges by the carrier for such service.
- A Distributor who sponsors other Distributors must accept and fulfill the obligation of performing a bona fide supervisory sales management function in marketing products to the final consumer, educating these Distributors in the Richway Distributor's Code of Ethics, Policies and Procedures, Richway Compensation Plan, and other business practices.
- Distributors receive Bonuses based on the volume of Richway products sold by themselves and their marketing organization. The Richway Compensation Plan describes the calculation of Weekly and Monthly Bonuses. Weekly Bonus checks are paid two weeks after proof in which the bonuses were qualified, and Monthly Bonus payments (Car Allowance Bonus) are paid on the last weekend of every month.
- Richway makes no claims or warranties of any kind, including, but not limited to, any claims for earnings and benefits, concerning their products, other than those included in Richway's written literature. Any claims for earnings or warranties of any kind, or any advertisement of Richway products, must be approved in writing by Richway prior to dissemination.
- The Richway & Fuji Bio Inc. Product warranty term is 3 years. If there are any problems with the product, the company will repair or exchange the product.
- This agreement is not in force until accepted by the Richway Office. The term of this agreement is valid until the end of the year in which it was accepted by the Richway Office. A Distributor shall be entitled to cancel this Agreement at any time for any reason upon submission of written notice to the Richway Corporate Office.
- This Agreement shall be governed by the laws of the State of Hawaii, and all claims, disputes, and other matters between the parties of this Agreement shall be made in Honolulu, Hawaii.

TERMS AND CONDITIONS

You may cancel this transaction without any penalty or obligation within seven (7) days from initial date of receipt of the product(s). If you cancel, any payment made by you under the contract or sale will be returned within seven (7) business days upon receipt of the returned product(s) (less shipping and handling fees).

If you wish to cancel or return, you must make available to the seller at your residence, in substantially as good condition as when received, any goods delivered to you under the contract or sale, or you may comply with the instructions of the seller regarding the return shipment of the goods to the Company.

To cancel, you must submit a cancellation request or return request in writing to the Company by fax or email. Be sure to have your invoice (RI) number on hand when inquiring.

To return, a return merchandise authorization (RMA) number must be obtained by contacting our office by phone (855-338-6410 or 808-589-2800) or email (rma@richwayusa.com) before any returns for refunds are made. Be sure to have your invoice (RI) number on hand when inquiring.

Richway & Fuji Bio Inc. Guarantee: Company will accept opened packages in good condition a) 7 days from initial date of receipt for 100% refund b) 8 - 14 days from initial date of receipt for 70% refund c) 15 - 30 days from initial date of receipt for 50% refund d) 31 days or more, there is no refund. All refunds are less shipping and handling fees. Customers are responsible for return shipping charges.

RICHWAY & FUJI BIO INC. • 1314 South King Street, Suite 520, Honolulu, HI 96814 USA • TEL.: (808) 589-2800 • FAX: (808) 597-1651

REFUND POLICY

REFUND PERIOD

0~7 days from date of delivery
 8~14 days from date of delivery
 15~30 days from date of delivery
 31 or more days from date of delivery

(All refunds are less shipping & handling fees)
 * Date of delivery/receipt = Day 1

REFUND AMOUNT

100%
 70%
 50%
 0%

I hereby certify that I have read and agree to the terms and conditions of Richway's refund policy and take full responsibility for any errors in the completion of this form.

Representative's Signature: _____

Date: _____ / _____ / _____

© Photocopies of this form will not be accepted by the Corporate Office.

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