

**Procedure for the ordering of candles: -**

1. A team call needs to be done to zero down on all details and queries before taking things forward to avoid confusion. There is also a MOQ for the candles.
2. After discussion, Unlocked Studio will provide the order details (Qty, Size, Fragrance, Color, label, timeline, reference if any) to the brand/supplier on email.
3. Within a day, the brand should confirm the order if it can and start working on sampling.
4. The brand should send a sample to the unlocked office for fragrance testing incase there in any reference
5. During the sampling process, the approval of Akanksha is required on the appearance of the candle, scent, embellishments, and any design related action points.
6. After the approval internally, the Brand should indicate when the samples should reach them (which will be discussed in the 1st meeting).
7. Once Akanksha & the brand has given approvals, it is important for the brand to confirm the date of delivery by email.
8. Unlocked Studio will then raise a PO and share it with the brand, after that brand raises the bill for the same. Unlocked Studio will process the partial payment.
9. Unlocked Studio should share time-to-time updates on order's progress.
10. The order must be delivered as a complete shipment and on time with appropriate packaging.
11. Once the delivery is complete, Unlocked Studio will process the final payment.