

Assembly Guidelines

Page 1 of 3

Guidelines of the costs for the delegation of special engineers and special mechanics, valid since 1st July 2022

The rates are valid for the nominal fixed weekly working period of 35 hours in the frame of the 5-day-week (Monday till Friday) per working hour as well as time for travel, preparation and waiting. We furthermore charge for each assembly at least one hour for preparation, reporting time respectively in our premises.

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|-----|--|------------|
| 1.) | Net rates per hour | |
| | a) Electrical, software and system engineer,
other special | EUR 125,00 |
| | b) Service employee (mechanical/electric) | EUR 85,00 |
| 2.) | Supplements for overtime and holiday work
The following supplements are charged for overtime and
holiday work | |
| | a) For the 1 st - 6th extra hour on workdays: | 25 % |
| | b) From the 7 th extra hour per week: | 40 % |
| | From the 9 th extra hour per week: | 50 % |
| | c) For night work between 20.00 h and 6.00 h: | 50 % |
| | d) For Sunday work and for work on December 24 th
and 31 st between 14.00 h and 20.00 h: | 70 % |
| | e) for Saturday work | 25 % |
| | f) For work on legal holidays on which no work
does take place as well as on December 24 th
and 31 st from 20.00 h: | 100 % |
| | g) For work on legal holidays on which work
does take place, for example holy Friday and
Easter Monday: | 150 % |
| | h) For work on May 1 st and December 25 th and 26 th : | 150 % |
| | i) For work which has to be performed in heights exceeding 5 m or which is
extremely dirty, dangerous or detrimental to health or which has to be
executed in especially cold or warm rooms, and on work which causes a
bigger cloth consumption a supplement of 20 % is charged.
If applicable, the engineer will make a corresponding note on the assembly bill. | |

Assembly Guidelines

- 3.) Charges and travel expenses
- 1.) including overnight per calendar day: *
 - 2.) without overnight per calendar day: *
In case of higher accommodation costs these will be charged according to actual expenses.
- a) When travelling by train or by plane the 2nd class costs and possible supplements as well as transport of baggage and assembly tools will be invoiced.
- b) When travelling with a company-owned vehicle we will charge you as listed below; travels at the place of erection necessary for the procurement of material or similar will be included:
- | | |
|------------------------|----------------------|
| - with assembly truck: | min. per km EUR 1,35 |
| - with car: | min. per km EUR 0,90 |
- The selection of the means of transportation is subject to our operational interests.
- 4.) The costs for family travels in accordance with the tariff will be invoiced additionally.
- 5.) Waiting times
If for any reason, not caused by ourselves, the continuation or inspection of the work, the test run or commissioning are postponed, the waiting times and if applicable the costs for another journey also have to be borne by the orderer.
- 6.) Performance record
The performance record of our staff has to be confirmed daily or weekly immediately after presentation of the corresponding record. In case there is no written confirmation, the recorded labour performance becomes valid after 8 days if no written objection has been raised against ourselves.
- 7.) Accounting and payment
Invoicing is effected according to our discretion either weekly or after completion of the performed labour. The invoice amount has to be transferred immediately to one of our accounts upon receipt of the same.

Assembly Guidelines

Page 3 of 3

- 8.) Costs of tools and machines
The hourly rates include the costs for small tools like keys, drilling machines etc. Occurring costs for the use of the special tools such as lifting devices, compressors, erecting platforms, welding machines, etc. will be charged separately. The rates according to the construction equipment list are valid.
- 9.) On the invoice amount we charge a supplement of 5 % for additional expenses, small parts, lubrication, construction supervision and similar.
- 10.) For all other factors, not being ruled by these guidelines the directives of the VDMA are valid.

FAUDI GmbH

*** Billing is based on the currently valid travel expense reimbursements for each country.**