Mission Statement

It is the mission of the AMT Global Services team to make our knowledge and resources available to member companies to help them build their sales in global markets and minimize their risks and costs.
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Executive Summary

Today, more than 90% of the new business in our industry takes place outside of the U.S.

For a U.S. based manufacturer, to sell in global markets requires the possession and deployment of substantial corporate resources to promote their products, build a local presence, hire local staff, provide local services, and tackle the political and cultural challenges of a new foreign market.

Working alone, the start-up process in these foreign markets can take six months to a year, involve high investment costs, and carry certain risks.

AMT’s global Tech Centers offer you a solution to the challenges of entering a new foreign market. AMT’s global presence and resources can help your company develop a local sales team, and/or local distribution channels, gain access to in-country sales and service support, provide logistics and exhibition support, local business intelligence, and legacy knowledge and relationship capital to help solve any in-country problems.

The below chart illustrates the comprehensive services available at AMT’s Global Offices and Technology and Service Centers:

<table>
<thead>
<tr>
<th>Services</th>
<th>China</th>
<th>Mexico</th>
<th>India</th>
<th>Brazil</th>
<th>CEE &amp; Russia</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sales, Marketing &amp; Distribution Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MASS (Market Access and Sales Support)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>MTV (Member Targeted Visits)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Market Penetration Review</td>
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<td>✓</td>
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<tr>
<td>Machine Demo Space</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outsourcing Service/Supplier Development</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Training / Seminar Support</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
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<tr>
<td>Agent or Distributor Search / Streamlining</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
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## Part 1. Executive Summary

### Services

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<th>India</th>
<th>Brazil</th>
<th>CEE &amp; Russia</th>
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<tr>
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<td>Office Space</td>
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<td>Proxy Hire Employees</td>
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<td>Collection Services</td>
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<td>Translation Services</td>
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<tr>
<td><strong>Field Service Support Services</strong></td>
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<td>Field Service Support</td>
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<td>Field Service Support – Courtesy Visit</td>
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<td>✔</td>
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<tr>
<td>Field Service Support - Training</td>
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<td><strong>Logistics Services</strong></td>
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<td>Trade Shows Support</td>
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<td>✔</td>
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<td>✔</td>
</tr>
<tr>
<td>Import Logistics (customs clearance, etc.)</td>
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<td>✔</td>
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</tr>
</tbody>
</table>

*Other options available based on location and members' actual needs*
The below table compares the cost difference in doing everything by yourself versus using the Tech Center services:

<table>
<thead>
<tr>
<th>Service</th>
<th>Doing it yourself in Mexico</th>
<th>Joining MTC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration &amp; Operational Capital / Annual Fee</td>
<td>Min. $70,000</td>
<td>One-time US$8,000</td>
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<tr>
<td>HR Search + Head Hunter / Proxy Hiring</td>
<td>Min. 30% of Annual package (per search)</td>
<td>15% of Annual Package (per search)</td>
</tr>
<tr>
<td>Furnished &amp; Serviced Office Space / employee / year</td>
<td>$6,000~$8000</td>
<td>$7,000</td>
</tr>
<tr>
<td>Field Service Support US- Engr. / MTC Engr. (Assuming- 6-day trip; 5 trips/year)</td>
<td>~$43,000</td>
<td>~$19,000</td>
</tr>
<tr>
<td>Market Data Access &amp; Business Advice</td>
<td>Min. $10,000 per report</td>
<td>$200 a day no membership fee</td>
</tr>
<tr>
<td>Outsourcing Report</td>
<td>$5,000 - $10,000</td>
<td>$1,700 flat fee plus admin fee on savings</td>
</tr>
<tr>
<td>Likely Total commitments</td>
<td>Min. $150,000</td>
<td>~$30,000</td>
</tr>
</tbody>
</table>

The Technology and Service Centers help members quickly build a local sales & marketing presence and serve as incubators for successful continued growth. Services include: temporary duty-free import for local exhibitions, open-houses, customer outreach events, market access and sales support, government exposure, business strategy reviews, employee proxy hiring, customs and other logistics support, invoicing in the local currency, visa advice, in-house machine acceptance, tool storage, translation assistance, printing services, and more!

Now, you can answer “YES” to your foreign customers to be qualified as a global vendor:

- Do you have a local presence? (Yes!)
- Do you have a local sales office? (Yes!)
- Do you have local service engineers? (Yes!)
- Do you have a local demo facility? (Yes!)
- Do you have local parts availability? (Yes!)

By working with the AMT Tech Centers, you become a more capable, viable, and credible supplier to the local market.
AMT – Mexico Technology & Service Center

Welcome to AMT Mexico-Monterrey Technology and Service Center (hereinafter referred to as CNT). CNT in Monterrey, México is a wholly owned subsidiary of AMT - the Association for Manufacturing Technology. The Center has several activities

INCUBATE the market development in Mexico for AMT’s less experienced companies and FACILITATE the expansion and growth of AMT member companies already active there.

Some of the services offered by AMT Mexico are: “Per Call Service Engineering”, Human Resources management, Proxy Hiring, Warehousing and logistics management, Supplier Development, Market Penetration Review Sessions, Demonstration venues, Office Space, Import-Export & Logistics counseling, Startup Operation Guidance, Distribution Channel Streamlining and Telemarketing Support.

Several options are made available to AMT members to facilitate them access to excellent exhibition space for demo machines and equipment. Classroom space is available for members to use to train customers and to give technical presentations to potential customers. AMT Members can join the CNT program by signing a Job Estimate that details the service our members seek.

If you are a new participant member, please read Appendix 1 carefully and complete the listed information to us for jump-starting your business in Mexico.

Address:
Ave. Eugenio Garza Sada 427
Local 38-1
Col. Altavista
Monterrey, N.L., México 64840

Phones:
+52 81-1234 3721
+52 81 2092 1000
+52 81-8359 1232
Fax: +52 81-1234 3721

URL: www.amtcenter.org.mx
E-mail: info@amtcenter.org.mx
Part 2. General Introduction

Mexico Service Guide

v1.5

Published: 5/16/2019

Open Desk at MTC

Personal Office at MTC

Cubicles at MTC

Meeting Room at MTC
Part 3. Services and Functions

Distribution Channel Streamlining

- Grants you access to broad base of reps & agents
- Assessment of capabilities based on region sensitivity
- Helps you to nurture and develop relationship
- Identifies metrics side by side with you
- Intelligence report on who is who in distribution in Mexico

Telemarketing Support

- Promote your participation at Mexican shows
- Invite your Mexican customers to IMTS international shows open houses, tech seminars and IMTS
- Manage /develop your visitors agenda at the venue (intelligence piece)
- Gather intelligence on Mexican Customers.
10% Admin Fee on any service on behalf of members other than warehousing and logistics where the Fee is 11.5%. MTC DOES NOT charge the Yearly Membership Fee. Some fixed amounts may be invoiced when the activity is marginal and instead of a % we used a flat fee for the benefit of the membership and to recoup the expense to MTC.
MTC Contact Information

Address of CNT: AMT Mexico Office

Pabellón Tec
Eugenio Garza Sada 427
And Luis Elizondo Intersection
Office 38-1
Col. Alta Vista
Monterrey, N.L. México

Phone: 011-52-81-1234-3721

Website: www.AMTcenter.org.mx

E-mail: info@amtcenter.org.mx

Attention: If your emails could not pass through, please use our backup e-mail address: via company @amtcenter.org.mx or staff via info@amtcenter.org.mx; we will transfer your e-mails to the relative person on time.

CNT working hours:
Monday to Friday: 8:00am -6:00pm (excluding Mexican holidays)
1. **Organization Chart of MTC**

![Organization Chart of MTC]

- **Carlos Mortera**
  - International Director
  - Latin America
  - Mexico Technology Center (MTC)

- **Daniel García**
  - Engineering Services Supervisor

- **Alejandra Garza**
  - HR Coordinator

- **Ernesto Compean**
  - Business Development & Logistics

- **Christian Ramón**
  - Service Engineer

- **Martín Aldape**
  - App Executive

- **Arlette Hernández**
  - HR Assistant

- **Angel Rangel**
  - Jr. Accountant

- **Guadalupe Almaguez**
  - Admin Assistant
2. **Contact Number for MTC Staff**

Carlos Mortera: +52 81 59 12 32 Direct  
              +52 1 81 82 54 16 98 Mobile  
              E Mail: cmortera@amtonline.org or carlosgmortera@amtcenter.org.mx

Daniel Garcia: +52 81 1234 3612 Direct  
                +52 1 811 0700 239 Mobile  
                E Mail: danielgarcia@amtcenter.org.mx

Ernesto Compean: +52 81 1234 3721 Direct  
                 +52 1 44 91 78 3969 Mobile  
                 E Mail: ecompean@amtcenter.org.mx

Alejandra Garza: +52 81 2092 1000 Direct  
                 +52 1 811 879 0586 Mobile  
                 E Mail: alejandra.garza@amtcenter.org.mx

Christian Ramon: +52 81 1234 3612 Direct  
                 +52 1 811 999 4168 Mobile  
                 E Mail: cramon@amtcenter.org.mx

Martin Aldape: +52 81 1234 3612 Direct  
               +52 1 811 599 5876 Mobile  
               E Mail: maldape@amtcenter.org.mx

Guadalupe Almaguer: +52 81 1234 3721 Direct  
                    E Mail: galmaguer@amtcenter.org.mx

Angel Rangel: +52 81 2092 1000 Direct  
               E Mail: a.rangel@amtcenter.org.mx

Arlette Hernandez: +52 81 1234 3721 Direct  
                  E Mail: ahernandez@amtcenter.org.mx
3. MTC Service Engineer Bios

<table>
<thead>
<tr>
<th>Name:</th>
<th>Daniel Garcia Cerda</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position:</td>
<td>Engineering Services Leader</td>
</tr>
</tbody>
</table>
| Education: | *BS. Mechatronics Engineering  
*Electronics & Automation Technician |
| | At Universidad Tecnológica Gral. Mariano Escobedo  
danielgarcia@amtccenter.org.mx  
M: +52 1 811 0700 239 |

Courses & Training Abroad

Training in USA:
- Holland MI – Process & Rockwell Applications (2 Wk)
- Roselle IL – Process & Siemens Applications (2 Wk)
- Davenport IA – Fanuc robot programming (Welding Cells) (2 Wk)
- Cincinnati OH – Washer systems & Controls (2 Wk)
- Brighton Mi. – Automation metal removal systems (4 Wk) Chicago IL – Autom. Cells for Automotive Ind. (2 Wk)

Training In Italy- 1 year
- ENGINEERING DIVISION S.P.A.M.I / GLASS DIVISION NUOVA OMPI  
  Building automated machines for pharmaceutical industries  
  Electrical/Electronic, mechanical, pneumatic, hydraulic Installations  
  PLC, HMI, Servo, Drives, Vision systems Programing
- Industrial Safety- STOP for Managers OMPI N.A.  Lic. Jaime López Cortez 1 Wk
- Making Instructors: OMPI N.A.  Lic. Jaime López Cortez  Wk
- Course Step 7 Basic Automation: SIEMENS AUTOMATION SISMATIC Mexico D.F 1 Wk.
- Course Step 7 Advanced AWL (STL) Automation: SIEMENS AUTOMATION SISMATIC Mexico D.F 1 Wk
- Artificial Vision Software Sherlok Dalsa: INFAIMON 1 Wk
- Implementation of Predictive Maintenance: GRUPO MARRO DE MEXICO S.A. DE C.V. 1 Wk
- Pneumatic Automation: FESTO ACADEMY 1 Wk
- Industry Automation Allen Bradley Programing: CIDS RESEARCH & DEVELOPMENT CENTER 4 Wk
- Lean Manufacturing Certification- KAISEN SIGMA CONSULTORS 1 Wk
- Leadership Plus: CDG Development of Management Skills 2 Wk
Appendix 1. MTC Staff Details

Professional experience & projects:
STEVANATO GROUP, OMPI N.A S. DE R.L. DE C.V (6 years) Responsible of Electronic Department and Vision System Department. Full responsibility for all electronic and electrical maintenance, budget, warehouse and lead engineers/technicians, IT Department. Installation, troubleshooting, start up, training, support, improvements in process

AMT Projects: (2012 to date)
Scope: Installation, troubleshooting, start up, training, support, improvements, marketing intelligence, etc.
Several projects from members supported in the following end users in different technologies like: Automation Cells, CNC Machines, Grinders, Honing, Clean Technologies, Assembly lines, Presses, Work holding, etc.
Hella, Johnson Controls, Grupo Antolin, Fiat Chrysler, Nemak, Magna Power Train, Ryobi, Eaton Transmissions, Sisamex, Metaldyne, ITW, GM (Mex & USA Locations), Fluke, Nexteer, American Axle, Parker, Honeywell, among others....

Knowledge in PLC:

Knowledge Vision Systems:
Jai A10 (Diaphragm cameras), Basler (Lineal cameras), Dalsa (Sherlock), Cognex, B&R CPU Automation, Keyence Cameras, Color Sensors (Spectro), Experience working with ELAU systems (MC-400, Pack-Drives C600) Inverters IMO, Jaguar, Fuji. KEB, ServoStar Kollmorgen, 600, 300

Languages:

<table>
<thead>
<tr>
<th>Proficiency</th>
<th>Reading</th>
<th>Speaking</th>
<th>Writing</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>Fluent</td>
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</tr>
<tr>
<td>Italian</td>
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<tr>
<td>Spanish</td>
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Appendix 1. MTC Staff Details

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<tr>
<th>Name:</th>
<th>Christian Ramón Escamilla</th>
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<tbody>
<tr>
<td>Position:</td>
<td>Service Engineer</td>
</tr>
<tr>
<td>Education:</td>
<td>Mechatronics Engineer</td>
</tr>
<tr>
<td></td>
<td>Instituto Tecnológico de Saltillo</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:cramon@amtcener.org.mx">cramon@amtcener.org.mx</a></td>
</tr>
<tr>
<td></td>
<td>M: + 521 81999 4168</td>
</tr>
</tbody>
</table>

Courses:
- Siemens SLC by Blue Corp (advanced)
- Device net by Blue Corp (advanced)

Professional experience
- Zion Automation (3 years)
  Job title: Controls engineer. Design PLC programs (Allen Bradley, Siemens, Mitsubishi), design robot program (Fanuc), design electrical drawings (auto cad electrical), design camera programs (cognex), machinery start up, production support, troubleshooting and operator training
- Independent Contractor (1 Year)
  Sales, Project planning, machine design, design PLC programs, Staff administration, machinery start up, electrical drawings design, onsite support, operator training
- Blue Corp (2 years)
  Job title: Service engineer. Design PLC program (Allen Bradley, Siemens, Mitsubishi), design robot programs (Fanuc), machinery start up, production support, troubleshooting
- AMT (Current)
  Job title: Service engineer, Responsibilities: machinery start up, production support, troubleshooting, operator training

Technical Skills:
Allen Bradley (Advanced) RS Logixs 5, 500, 5000, Factory talk View, Siemens (Advanced), Step 7, Win CC Flexible, TIA Portal, Mitsubishi (Advanced) GX Works 2, GT Works 3, Preface (Advanced) GP Pro EX, Cognex (Expert) In-Sight, Data Man, Checker, Keyence (Advanced), Fanuc (Expert), LAD programming, scl, stl, flowchart

Projects
- Nissan Cuernavaca: Installation and start-up of 4 robotic welding systems
- Nissan Aguascalientes: Installation and start-up of 2 automated robotic cells
- Tachies Aguascalientes: Installation and start-up of an automated rack with automatic load and unload
- Chrysler Saltillo: Modification of headlines, crankshaft and blocks for new model and addition of a traceability system for tracking parts
- Ford Irapuato: Installation and start up 30 conveyors in the gear manufacturing area
- Isrinhausen Saltillo: Design, manufacture, planning, startup of 2 electrical testing machines
Appendix 1. MTC Staff Details

Computer skills:

A. Rs Logix 5, 500, 5000 (Allen Bradley) 3 years Advanced
B. Rs Linx (Allen Bradley) 3 years Advanced
C. Factory Talk View Studio (Allen Bradley) 2 years Advanced
D. In-sight (Cognex) 3 years Advanced
E. Step 7 (Siemens) 3 years Advanced
F. Tia Portal (Siemens) 2 years Advanced
G. GX Developer (Mitsubishi) 2 years Advanced
H. GX Works 2 (Mitsubishi) 2 years Advanced
I. GT Works 2 (Mitsubishi) 2 years Advanced
J. Solid works 3 years Advanced
K. Auto Cad electrical 3 years Advanced
L. Roboguide 3 years Advanced
M. Fanuc 4 years Advanced

Language:

<table>
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<tr>
<th>Proficiency</th>
<th>Reading</th>
<th>Speaking</th>
<th>Writing</th>
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<tbody>
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<tr>
<td>Spanish</td>
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AMT – MTC Service Agreement 2019

SERVICE AGREEMENT

ENTERED INTO ON [DATE], BY AND AMONG [MEMBER COMPANY], REPRESENTED HEREIN BY [NAME] HEREINAFTER REFERRED TO AS THE “COMPANY” AND CENTRO NORTEAMERICANO DE TECNOLOGIA DE MANUFACTURA, A.C., REPRESENTED BY CARLOS G. MORTERA GARCIA HEREINAFTER REFERRED TO AS “CNT MEXICO”.

CLauses

FIRST. - SCOPE. CNT MEXICO agrees to carry out on behalf of the COMPANY the rendering of the following services (the “SERVICES”):

New equipment installation; Equipment warranty technical support; Equipment field troubleshooting service Equipment troubleshooting service by phone.... Preliminary application development Any Other Service related activities.

Notwithstanding the foregoing, this Agreement shall immediately terminate without liabilities to CNT MEXICO, if CNT MEXICO is unable or impeded, to perform its duties contained herein.

Neither PARTY shall by reason of the termination of this Agreement be liable to the other for compensation, reimbursement or damages on an account of loss of prospective profits or anticipated sales, or on an account of expenditures, investments, leases etc....

SECOND. - CONSIDERATION. During the term of this Agreement the COMPANY shall pay to CNT MEXICO a daily rate of US$400 Dollars 00/100 (Four Hundred Dollars), understanding as daily schedule up to 10 hours of work a day; night rate of US $530 Dollars 00/100 (Five Hundred and Thirty Dollars) up to Eight (8) hours of work a night, Legal Currency of the United States of America.

Overtime will be charged at US $50 Dollars (Fifty Dollars) per hour during the day and US $77 dollars 00/100 (Seventy-Seven Dollars) per hour during the night.

As an advance payment and before the first service is scheduled, an advance of US$4,000 will be deposited to CNT Mexico, this down payment will entitle the COMPANY for up to 10 days of service in a 12-month period. The nature of such a retainer is to secure priority to schedule hours vs. other members that request service without paying the retainer and signing the agreement and to secure the preferred rates as detailed above. The first 10 days of service will be covered by this deposit and after that we will start charging at a rate as detailed above. If for any reason, the COMPANY does not use those 10 days within the 12 months after signature, the retainer will be assimilated by CNT Mexico to cover the cost of the Service Engineers and his standby on behalf of the member, an invoice will be issued to the member for the days that were assimilated.
THIRD. - CONFIDENTIALITY. Any confidential information about or owned by the COMPANY, such as patents, proceedings, formulas, technology, technical data etc....CNT MEXICO agrees to refrain from using for any purpose different from this Agreement’s Scope and from disclosing it. CNT MEXICO will sign COMPANY’S confidentiality agreement as pertaining to the scope of the project upon request.

FOURTH. - GENERAL OBLIGATIONS. The COMPANY shall at its own cost and expenses:

1.- Be liable before the direct beneficiary of the SERVICES and hold CNT MEXICO harmless from all responsibility or liability held against CNT MEXICO regarding or in connection with this Agreement, including warranties and insurance for the duration of the warranty period.

2.- Select and purchase, at its expense, the special tools, software or equipment needed for the performance of the SERVICES by CNT MEXICO, understanding “special” as those which are exclusive for the services to be performed on behalf of the COMPANY.

3.- Reimburse CNT MEXICO for all travel expenses related to the rendering of the SERVICES.

4.- Provide adequate training to CNT Mexico’s Service Engineer in advance to his request to perform the work. Training will be considered and quoted as 50% lower than the Service Days rate.

5.- Attend any observation introduced by CNT MEXICO when completing Safety Checklist format attached. If a major noncompliance on the checklist is found, CNT MEXICO will NOT perform the service until end customer and COMPANY to address and rule out the unsafe condition.

FIFTH. - NO EXCLUSIVITY. During the term of this Agreement CNT MEXICO may provide services similar to the SERVICES as defined in the scope of this Agreement to other members requesting them honoring confidentiality to each company.

<table>
<thead>
<tr>
<th>“COMPANY” MEMBER COMPANY</th>
<th>“CNT MEXICO” CENTRO NORTEAMERICANO DE TECNOLOGIA DE MANUFACTURA, A.C.</th>
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<tbody>
<tr>
<td></td>
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<tr>
<td>TITLE:</td>
<td>Mr. Carlos G. Mortera</td>
</tr>
<tr>
<td></td>
<td>General Manager</td>
</tr>
</tbody>
</table>
Appendix 3. Proxy Hire Identity Agreement

WHEREAS, THE MEMBER states it is a Privately-Owned Corporation duly formed in accordance with the laws of the state of State of Incorporation.

WHEREAS, AMTW corporate purpose includes providing resources that will allow the engineers and employees of THE MEMBER to, among other, (i) attend and provide technical support to THE MEMBER’S Mexican customers, (ii) prepare and train the operators, programmers and maintenance personnel of THE MEMBER’S Mexican customers regarding north American technology in the manufacturing industry’s process, and (iii) hold demonstrations and exhibitions with installed equipment.

WHEREAS, THE MEMBER states it fully acknowledges hereby that John Doe employee (the “EMPLOYEE”) will be hired by AMTW on hiring date, on behalf of THE MEMBER and to its full satisfaction, to particularly or mainly render services to THE MEMBER, a copy of such Agreement is attached hereto as Exhibit 1 (the “Employment Agreement”).

WHEREAS, THE MEMBER wishes to set forth its obligation to be solely responsible, compensate and indemnify AMTW from all obligations and liabilities due to the EMPLOYEE by AMTW in accordance with the Ley Federal del Trabajo (“Mexican Labor Law”).

CLAUSES

FIRST.- During the term of the Employment Agreement and/or the labor relationship with the EMPLOYEE and until the termination of all EMPLOYEE’s rights there under and in accordance with Mexican Labor Law and other applicable laws, including without limiting, contributions to the Instituto Mexicano del Seguro Social, Instituto del Fondo Nacional para la Vivienda de los Trabajadores, Tax withholdings and payments and any other laws, regulations and contributions applicable on the date hereof or in the future to the labor relationship, THE MEMBER binds itself to be solely responsible and compensate AMTW and hold it harmless from any civil, labor, criminal, commercial or of any other nature dispute, including attorney’s fees, costs and expenses derived from judicial proceedings, related directly or indirectly with the Employment Agreement, the labor relationship of AMTW and the EMPLOYEE derived there from or the use of AMTW offices and spaces for the rendering of the EMPLOYEE’s services. Under the same agreement AMTW agrees to pay to the employee all amounts due to him under the employment agreement and all payroll taxes and withholdings as ruled by the Mexican regulatory authorities (all applicable taxes and fees).
SECOND.- THE MEMBER binds itself to compensate, pay and repair all and any kind of damages caused to AMTW offices and spaces, to third parties or their properties, directly or indirectly, by the EMPLOYEE in the rendering of its services under the Employment Agreement or at any other time carrying out any activity under the direction of the MEMBER during the term of the labor relationship with the EMPLOYEE.

THIRD. - THE MEMBER binds itself to compensate AMTW for any expense related in the employment contract signed on MEMBER behalf and hold it harmless from any violation or contravention of the EMPLOYEE of any applicable law in Mexico or any internal regulations of THE MEMBER in the rendering of his services under the Employment Agreement.

FOURTH. - THE MEMBER hereby authorizes AMTW to pay to the EMPLOYEE the monthly salaries established on the Employment Agreement on behalf of THE MEMBER. For performance of such authorization THE MEMBER on this date delivers to AMTW as revolving retainer the amount of $USD (the “Retainer”). Provided that, all amounts paid by AMTW to the EMPLOYEE from the Retainer shall be immediately reimbursed by THE MEMBER, always maintain the full amount of the Retainer until termination hereof in accordance with Clause Tenth. AMTW will have no obligation to make payments more than the Retainer; Provided that, if AMTW pays under this Clause, any amount exceeding the Retainer delivered on this date for such purpose, THE MEMBER shall immediately reimburse the correspondent amount paid by AMTW within the following 5 (five) business days from AMTW notice of reimbursement. If THE MEMBER fails to reimburse AMTW the monies spent on its behalf, within the period established above, then the outstanding amount shall accrue interests at a rate of 2% (0.02) monthly, until the date of full payment.

FIFTH. - THE MEMBER on this date delivers to AMTW a Security Deposit on the amount of $USD to guaranty performance of its obligations derived directly or indirectly here from, from the Employment Agreement and Mexican Labor Law and all other laws and regulations applicable to the labor relationship with the EMPLOYEE on the date hereof or in the future, including without limiting, contributions to the Instituto Mexicano del Seguro Social, Instituto del Fondo Nacional para la Vivienda de los Trabajadores, Tax withholdings and payments and settlement payment to EMPLOYEE at termination of the labor relationship (the “Security Deposit”). THE MEMBER accepts hereby that the Security Deposit may be spent by AMTW on behalf of THE MEMBER to fulfill its payment obligations hereunder, under the Employment Agreement, Mexican Labor Law and all other laws and regulations applicable to the labor relationship with the EMPLOYEE.

The Security Deposit and the Retainer or its remainder will be reimbursed to THE MEMBER at the date of termination of all its obligations in accordance with Clause Tenth hereof, with the Employment Agreement and applicable Mexican laws. The Security Deposit and the Retainer will not accrue any kind of interests whatsoever.

If AMTW pays under this Clause, any amount exceeding the Security Deposit delivered on this date for the purposes above mentioned, THE MEMBER shall immediately reimburse the correspondent amount paid by AMTW within the following 5 (five) business days from AMTW notice of reimbursement. If THE MEMBER fails to reimburse AMTW the monies spent on its behalf, within the period established above, then the outstanding amount shall accrue interests at a rate of 2% (0.02) monthly, until the date of full payment.
SIXTH. - In the event that AMTW, considering the services the EMPLOYEE will render for THE MEMBER, deems necessary to contract and purchase Health Insurance for the EMPLOYEE, THE MEMBER shall pay to AMTW or directly to the Health Insurance provider the correspondent fees. If AMTW pays under this Clause, any amount, THE MEMBER shall immediately reimburse the correspondent amount paid by AMTW within the following 5 (five) business days from AMTW notice of reimbursement. If THE MEMBER fails to reimburse AMTW the monies spent on its behalf, within the period established above, then the outstanding amount shall accrue interests at a rate of 2% (0.02) monthly, until the date of full payment.

SEVENTH. - AMTW will consider providing to the EMPLOYEE a space and office to carry out his services for THE MEMBER and/or find a space and office suitable for the EMPLOYEE to carry out his services for THE MEMBER for a cost additional to this agreement. In such event, THE MEMBER will, at AMTW option, execute the correspondent lease agreement directly with the third-party leaser or execute a sublease with AMTW as leaser. THE MEMBER agrees that, on any event, it shall be solely responsible and compensate AMTW and hold it harmless from any civil, labor, criminal, commercial or of any other nature dispute, including attorney’s fees, costs and expenses derived from judicial proceedings, related directly or indirectly with the correspondent lease or sublease agreement.

EIGHTH. - All notifications, authorizations, notices or requests required or permitted hereunder, shall be sent to the respective party’s address:

MEMBER ADDRESS
United States of America

SERVICIOS AMTW S. DE RL DE C.V.
Parque Tecnológico CIT2
Av. Eugenio Garza Sada 427 Sur, Local 38, oficina 1,
Col. Altavista, CP. 64840, Monterrey, Nuevo León, México

NINTH. - The MEMBER may only terminate this document by written notice to AMTW with at least 15 (fifteen) business days in advance to termination. The MEMBER acknowledges that notice of termination of this document will immediately result in termination of the relevant Employment Agreement. AMTW is entitled to terminate this document and the Employment Agreement at any time, with or without cause and without any liability whatsoever before the EMPLOYEE or the MEMBER. AMTW will only have the obligation to give, when and if applicable, the notice of fulfillment to the MEMBER. Notwithstanding the above, this document shall be in full force and effect and be binding on THE MEMBER and its successors and assigns, from the date hereof and until all obligations have been fully covered and paid by THE MEMBER, to AMTW satisfaction, therefore THE MEMBER will not be released from its obligations hereunder until AMTW grants a notice of fulfillment of its obligations in writing.

THE MEMBER shall not assign its obligations hereunder without the prior written consent of AMTW.
TENTH. - All disputes, controversies or claims arising out of or in connection with this Indemnity, or the breach, termination or invalidity thereof, shall be finally settled by arbitration before three arbitrators held and conducted in the city of Monterrey, Nuevo Leon, Mexico, as selected by claimant, in the English language, in accordance with the UNCITRAL Arbitration Rules as are at present in force. In reaching their decision the arbitrators shall consider all the facts and circumstances and shall refer to and find a solution that conforms to the terms and conditions of this Agreement. If it is not possible to find such a solution, the arbitrators shall apply the laws of the State of Nuevo Leon, Mexico, to find a solution that conforms as closely as possible to such terms and conditions. The appointing authority shall be the President of the International Chamber of Commerce. The PARTIES hereto agree to be bound by the terms of the 1958 Convention on the Recognition of Foreign Arbitral Awards for enforcement of this Clause for settlement of disputes and any resulting awards.

IN WITNESS WHEREOF, THE MEMBER executes this document before AMTW for its acknowledgement, effective as of the date first written above which, for all purposes, shall be considered the date of execution.

“THE MEMBER”

MEMBER COMPANY INC

________________________
NAME:

________________________
TITLE:

“AMTW”

SERVICIOS AMTW S. DE R.L. DE C.V.

___________________________
BY: CARLOS GERARDO MORTERA GARCÍA

___________________________
TITLE: DIRECTOR LATIN AMERICA
MARKET ACCESS & SALES SUPPORT (MASS) AGREEMENT

ENTERED INTO ON [DATE] BY AND AMONG [COMPANY NAME] REPRESENTED HERE IN BY [NAME] HERE IN AFTER REFERRED TO AS THE “COMPANY” AND CENTRO NORTEAMERICANO DE TECNOLOGIA DE MANUFACTURA, A.C., REPRESENTED BY CARLOS G. MORTERA GARCIA HERE IN AFTER REFERRED TO AS “CNT MEXICO”.

CLAUSES

FIRST. - SCOPE. CNT MEXICO agrees to carry out on behalf of the COMPANY the rendering of the following services (the “SERVICES”):

A. Research on AMT and Mexican Industry Databases.
B. Select the most suitable candidates for COMPANY.
C. Make surveys of products.
D. Arrange meeting in an onsite teleconference.
E. Take COMPANY representative onsite products.
F. Contacting candidates.
G. Sales project management.

Notwithstanding the foregoing, this Agreement shall immediately terminate without liabilities to CNT MEXICO, if CNT MEXICO is unable or impeded, to perform its duties contained herein.

Neither PARTY shall by reason of the termination of this Agreement be liable to the other for compensation, reimbursement or damages on an account of loss of prospective profits or anticipated sales, or on an account of expenditures, investments, leases etc....

SECOND. - CONSIDERATION. During the term of this Agreement the COMPANY shall pay to CNT MEXICO a daily rate of US$200 Dollars 00/100 (Two Hundred Dollars), understanding as daily schedule up to 10 hours of work a day; night rate of US $ 260 Dollars 00/100 (Two Hundred and Sixty Dollars) up to Eight (8) hours of work a night, Legal Currency of the United States of America.

Overtime will be charged at US$24 Dollars (Twenty-Four Dollars) per hour, during the day and US$38 Dollars 00/100 (Thirty-Eight Dollars) per hour, during the night.

As an advance payment and before the first service is scheduled, an advance of US$2,000 will be deposited to CNT Mexico, this down payment will entitle the COMPANY for up to 10 days of service in a 12-month period. The nature of such a retainer is to secure priority to schedule hours vs. other members that request service without paying the retainer and signing the agreement and to secure the preferred rates as detailed above. The first 10 days of service will be covered by this deposit and after that we will start charging at a rate as detailed above. If for any reason, the COMPANY does not use those 10 days within the 12 months after signature, the retainer will be assimilated by CNT Mexico to cover the cost of the Service Engineers and his standby on behalf of the member, an invoice will be issued to the member for the days that were assimilated.
THIRD. - CONFIDENTIALITY. Any confidential information about or owned by the COMPANY, such as patents, proceedings, formulas, technology, technical data etc...CNT MEXICO agrees to refrain from using for any purpose different from this Agreement’s Scope and from disclosing it. CNT MEXICO will sign COMPANY’S confidentiality agreement as pertaining to the scope of the project upon request.

FOURTH. - GENERAL OBLIGATIONS. The COMPANY shall at its own cost and expenses:

1. Be liable before the direct beneficiary of the SERVICES and hold CNT MEXICO harmless from all responsibility or liability held against CNT MEXICO regarding or in connection with this Agreement, including warranties and insurance for the duration of the warranty period.

2. Select and purchase, at its expense, special publicity, brochures, marketing or additional material needed for the performance of the SERVICES by CNT MEXICO, understanding “special” as those which are exclusive for the services to be performed on behalf of the COMPANY.

3. Reimburse CNT MEXICO for all travel expenses related to the rendering of the SERVICES, when be required by COMPANY.

4. Provide adequate training to CNT Mexico’s Sales Personnel in advance to his request to perform the work. In case of training be necessary, it will be considered and quoted as regular rate.

5. In case of taking Company Representative onsite and attending any observation introduced by CNT MEXICO when completing Safety Checklist format attached. If a major noncompliance on the checklist is found, CNT MEXICO will NOT perform the service until end customer and COMPANY to address and rule out the unsafe condition.

FIFTH. - NO EXCLUSIVITY. During the term of this Agreement CNT MEXICO may provide services similar to the SERVICES as defined in the scope of this Agreement to other members requesting them honoring confidentiality to each company.

“COMPANY”
COMPANY NAME

“CNT MEXICO”
CENTRO NORTEAMERICANO DE TECNOLOGIA DE MANUFACTURA, A.C.

__________________________
NAME

__________________________
NAME

__________________________
JOB TITLE

__________________________
JOB TITLE

__________________________
Carlos G. Mortera
General Manager

__________________________
NAME
**Appendix 3. Proxy Hire Identity Agreement**

[Corporation] REPRESENTED HEREIN BY [NAME] IN HIS CAPACITY OF [CHIEF FINANCIAL OFFICER], HEREINAFTER REFERRED TO AS “THE MEMBER”, HEREBY BINDS ITSELF BEFORE CENTRO NORTEAMERICANO DE TECNOLOGIA DE MANUFACTURA, A.C. REPRESENTED HEREIN BY MR. CARLOS G. MORTERA IN HIS CAPACITY OF DIRECTOR LATIN AMERICA HEREINAFTER REFERRED TO AS “CNT MEXICO”, ON JANUARY 01TH, 2016, IN ACCORDANCE WITH THE FOLLOWING REPRESENTATIONS AND CLAUSES.

WHEREAS, THE MEMBER states it is a Publicly Owned Corporation duly formed in accordance with the laws of the state of Washington.

WHEREAS, CNT MEXICO corporate purpose includes providing resources that will allow THE MEMBER to, among other, (i) attend and provide technical support to THE MEMBER’S Mexican customers, (ii) prepare and train the operators, programmers and maintenance personnel of THE MEMBER’S Mexican customers regarding north American technology in the manufacturing industry’s process, and (iii) hold demonstrations and exhibitions with installed equipment.

WHEREAS, THE MEMBER states it fully acknowledges that CNT MEXICO on January 1st, 2016 and on behalf of THE MEMBER and to its full satisfaction, will start a Recruitment and Selection Process to find candidates for the position __________

WHEREAS, THE MEMBER wishes that CNT MEXICO provide with candidates that full fill the requirements of the position determined in detail by THE MEMBER and that when a candidate is selected THE MEMBER commits to hire through the Proxy Program.

**CLAUSES**

**FIRST.** - THE MEMBER hereby authorizes CNT MEXICO to talk and refer about the member activities, plans and requirements during the Recruitment and Selection Process.

**SECOND.** - In the event that CNT requires to use or publish in national Job Banks, THE MEMBER agrees to cover the amount, so CNT can continue the search of the best professional to cover the opening.

**THIRD.** - CNT will provide with a compensation Analysis based on the Mexican Market and recommendations for each professional and a Proxy employment Analysis to determine the Total Yearly Amount that will be paid to CNT through the Proxy Program.

**FOURTH.** - THE MEMBER accepts that in the case that the process is stopped for any reason without process completion yielding to a proxy position hired through CNT, CNT will issue an invoice for $1500 USD to THE MEMBER. This invoice will reimburse CNT for all the activities performed by the recruiting and selection process.

**FIFTH.** - All notifications, authorizations, notices or requests required or permitted hereunder, shall be sent to the respective party’s address:
NINTH. - The MEMBER may only terminate this document by written notice to CNT MEXICO with at least 15 (fifteen) business days in advance to termination.

IN WITNESS WHEREOF, THE MEMBER executes this document before CNT MEXICO for its acknowledgement, effective as of the date first written above which, for all purposes, shall be considered the date of execution.

“THE MEMBER”

COMPANY NAME:

__________________________________________

By:  

JOB TITLE:

“CNT MEXICO”

CENTRO NORTEAMERICANO DE TECNOLOGIA DE MANUFACTURA,

A.C.

__________________________________________

BY: CARLOS GERARDO MORTERA GARCÍA

TITLE: DIRECTOR LATIN AMERICA
Appendix 3. Proxy Hire Identity Agreement


WHEREAS, THE MEMBER states it is a Privately-Owned Corporation duly formed in accordance with the laws of the state of US State.

WHEREAS, CNT MEXICO corporate purpose includes providing services and resources related to knowledge of international markets, support their members to increase their profitability by performing the identification and selection of new sourcing partners. CNT Mexico is making available the supplier development/selection service to its members to develop the sourcing of strategic and non-strategic components and assemblies for its members (i) screening of potential companies suitable to become supplier sources as outlined by member company, it includes communicating back to the member company if any specific expense has to be incurred on its behalf due to the specialization of the search (ii) pre selection of companies on behalf of the member, review, summarize and pre select potential companies to be then presented to the member company in an “executive overview” document, the latter includes “one on one” contact and prescreening of potential companies (iii) present the member company with a log of activities on their supplier development project as well as a prioritized recommendation to ease member company’s decision, (iv) provide member company with competitive market information and council on price and delivery negotiations.

WHEREAS, THE MEMBER wishes to set forth its obligation to be solely responsible, compensate and indemnify CNT MEXICO from all obligations and liabilities due to the Supplier Development Activities performed by CNT MEXICO.
CLAUSES

FIRST. - THE MEMBER binds itself to compensate CNT MEXICO and hold it harmless from any violation or contravention of the companies recommended of any applicable law in Mexico.

SECOND. - THE MEMBER hereby acknowledges CNT MEXICO will charge the equivalent to 4% to 6% of TOTAL YEARLY SAVINGS for the first-year volume of projected purchases as detailed in the signed executive document presented by MEMBER to CNT Mexico to develop the sourcing relationship through CNT Mexico. The scope of this project is for the Screening and Pre-Selection of strategic sourcing partners in Mexico. THE MEMBER on this date delivers to CNT MEXICO as a revolving retainer the amount of $1,700 USD (the “Retainer”) so CNT Mexico can start its searches and process to identify potential sourcing firms. After receiving the retainer, CNT Mexico will in the period of 4/6 weeks present the MEMBER with executive overviews for up to 6 companies, THE MEMBER will provide feedback and comments on each of the executive overviews in case there is a need to refine or extend the search for those 6 companies. Once THE MEMBER selects the strategic sourcing partner and places an actual Purchase Order, CNT Mexico will issue an invoice for the detailed amount above (minus the retainer) expecting payment in the regular payment period as established by THE MEMBER.

CNT Mexico extends a 12-month company refilling warranty to THE MEMBER in case the selected company does not meet the expectations or decides to cancel the sourcing contract within the first 12 months after first PO was issued.

THIRD. - All notifications, authorizations, notices or requests required or permitted hereunder, shall be sent to the respective party’s address:

COMPANY

ADDRESS
USA
CNT MEXICO
Pabellón Tec Local 38, oficina 1,
Eugenio Garza Sada #427 Sur, Col. Altavista,
CP. 64840, Monterrey, Nuevo León, México.
FOURTH. - The MEMBER may only terminate this document by written notice to CNT MEXICO with at least 15 (fifteen) business days in advance to termination. The MEMBER acknowledges that notice of termination of this document will immediately result in termination of the relevant Supplier Selection Agreement. Either party is entitled to terminate this document and the Supplier Selection Agreement at any time, with or without cause and without any liability whatsoever. CNT MEXICO will only have the obligation to give, when and if applicable, the notice of fulfillment to the MEMBER.

Notwithstanding the above, this document shall be in full force and effect and be binding on THE MEMBER and its successors and assigns, from the date hereof and until any and all obligations have been fully covered and paid by THE MEMBER, to CNT MEXICO satisfaction, therefore THE MEMBER will not be released from its obligations hereunder until CNT MEXICO grants a notice of fulfillment of its obligations in writing.

THE MEMBER shall not assign its obligations hereunder without the prior written consent of CNT MEXICO.

FIFTH. - All disputes, controversies or claims arising out of or in connection with this Indemnity, or the breach, termination or invalidity thereof, shall be finally settled by arbitration before three arbitrators held and conducted in the city of Monterrey, Nuevo Leon, Mexico, as selected by claimant, in the English language, in accordance with the UNCITRAL Arbitration Rules as are at present in force. In reaching their decision the arbitrators shall consider all the facts and circumstances and shall refer to and find a solution that conforms to the terms and conditions of this Agreement. In the event that it is not possible to find such a solution, the arbitrators shall apply the laws of the State of Nuevo Leon, Mexico, to find a solution that conforms as closely as possible to such terms and conditions. The appointing authority shall be the President of the International Chamber of Commerce. The PARTIES hereto agree to be bound by the terms of the 1958 Convention on the Recognition of Foreign Arbitral Awards for enforcement of this Clause for settlement of disputes and any resulting awards.

IN WITNESS WHEREOF, THE MEMBER executes this document before CNT MEXICO for its acknowledgement, effective as of the date first written above which, for all purposes, shall be considered the date of execution.
“THE MEMBER”
COMPANY NAME

________________________________________
COMPANY REPRESENTATIVE
TITLE

“CNT MEXICO”
CENTRO NORTEAMERICANO DE TECNOLOGIA DE MANUFACTURA,
A.C.

__________________________
Carlos G. Mortera
General Manager

WITNESSES

__________________________   __________________________
## Appendix 4. MTC Invoice Form

**PROFORMA INVOICE**

AMT Mexico /Centro Norteamericano de Tecnología de Manufactura  
Av. E. García Sada #427 Int 30-1  
Col. Altavista Monterrey N.L., México  
C.P.64949  
Phone: +52 (81) 1334 3731

<table>
<thead>
<tr>
<th>#</th>
<th>DESCRIPTION</th>
<th>UNIT PRICE</th>
<th>QTY</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Admin Fee</td>
<td>23.20</td>
<td>1</td>
<td>23.20</td>
</tr>
</tbody>
</table>

Subtotal $ 23.20  
Tax rate 0.000%  
Tax due  
Other $   

TOTAL $ 23.20

If you have any questions, please contact us  
*Thank You For Your Business!*
## Appendix 4. MTC Invoice Form

### JOB ESTIMATE

**AMT Mexico / Centro Norteamericano de Tecnología de Manufactura**

**Av. E. Garza Sada #427 Int 3R-1**

**Tel Avaltista Monterrey N.L., México.**

**C.P.64840**

**Telph: +52 (81) 199994168**

**email: danielgarcia@amtocenter.org.mx**

**email: carlosgortera@amtocenter.org.mx**

<table>
<thead>
<tr>
<th>CUSTOMER</th>
<th>ITEM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joe Servitzi</td>
<td>Technical Service Manager</td>
</tr>
<tr>
<td>Ranchoff</td>
<td>4933 Providence Drive</td>
</tr>
<tr>
<td>Cincinnati, OH 45246</td>
<td>Service in Silao</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>UNIT PRICE</th>
<th>QTY</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel time</td>
<td>$ -</td>
<td>0</td>
<td>$ -</td>
</tr>
<tr>
<td>Service days</td>
<td>$ -</td>
<td>0</td>
<td>$ -</td>
</tr>
<tr>
<td>Hotel nights (Approx.)</td>
<td>$ -</td>
<td>0</td>
<td>$ -</td>
</tr>
<tr>
<td>Meals (Approx.)</td>
<td>$ -</td>
<td>0</td>
<td>$ -</td>
</tr>
<tr>
<td>Rental car</td>
<td>$ -</td>
<td>0</td>
<td>$ -</td>
</tr>
<tr>
<td>Over time</td>
<td>$ -</td>
<td>0</td>
<td>$ -</td>
</tr>
<tr>
<td>Travel expenses (Bus, taxi, etc)</td>
<td>$ -</td>
<td>0</td>
<td>$ -</td>
</tr>
<tr>
<td>Flight</td>
<td>$ -</td>
<td>0</td>
<td>$ -</td>
</tr>
<tr>
<td>Admin fee</td>
<td>$ -</td>
<td>1</td>
<td>$ -</td>
</tr>
<tr>
<td>Wire transfer</td>
<td>$ -</td>
<td>1</td>
<td>$ -</td>
</tr>
</tbody>
</table>

Considerations:
A) Payments terms: 50% advance payment upon agreement to this job estimate
B) Subject to omission of 2% if you pay by Credit Card

Subtotal: $ -

Tax rate: 0.00%

Tax due: -

Other: -

TOTAL: $ -

For additional information please contact Christian Ramon Escamilla:

oramon@amtocenter.org.mx

danielgarcia@amtocenter.org.mx

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If you have any questions about this price quote, please contact us.
Christian Ramon: oramon@amtocenter.org.mx Ph+52(81)19994168

Thank You For Your Business!
Dear Member,

AMT is pleased to join you in the search of the most suitable professional to your business. This is certainly one of the most important assets that a company can have in a foreign country, and beyond any doubts, the key for success.

Please fulfill the questionnaire below with the information you already have about the person that you are planning to have acting on your behalf. And don’t worry if you don’t have all the answers. AMT Mexico will be delighted to provide you guidance and share all its expertise in recruiting and selecting people.

There is no need to feel uncomfortable in providing us those answers. All the content here will be treated in the highest level of confidentiality by AMT Staff.

1. **Open Position Title**

<table>
<thead>
<tr>
<th>Business Development Manager</th>
<th>Service Technician</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service Engineer</td>
<td>Application Technician</td>
</tr>
<tr>
<td>Application Engineer</td>
<td></td>
</tr>
</tbody>
</table>

2. **Desired Work Experience**

   a) Key experienced in product category

<table>
<thead>
<tr>
<th>Electromechanical devices</th>
<th>Metric measuring system</th>
<th>Servo motion control systems</th>
<th>Precision gauges/tools</th>
</tr>
</thead>
<tbody>
<tr>
<td>Precision manufacturing</td>
<td>Gauge measurement tool</td>
<td>Automated factory machinery</td>
<td>Statistical process control</td>
</tr>
</tbody>
</table>
### Appendix 5. HR Questionnaire

<table>
<thead>
<tr>
<th>CNC machine tools</th>
<th>Fixture</th>
<th>Ultrasonic</th>
<th>Machine &amp; equipment</th>
<th>Automation / assembly system</th>
<th>PLC program</th>
<th>Special Tools</th>
</tr>
</thead>
<tbody>
<tr>
<td>Super finishing machine</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Precision grinding machine</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hydraulic and Pneumatic systems</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gear measurement</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cutting tools: special tools</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

More key experienced products:

b) Total duration of Working Experience in the field

<table>
<thead>
<tr>
<th>1 ~ 3 years</th>
<th>8 ~ 10 years</th>
<th>10 ~ 15 years</th>
<th>more than 15 years</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

More key experience fields and working years:

3. Education Background

a) Specialty

<table>
<thead>
<tr>
<th>Mechanical Engineering</th>
<th>Computer Science &amp; Technology</th>
<th>International economics &amp; trade</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electrical Engineering</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

|                                      |                              |                                 |

### Electromechanical Engineering
- [ ]
### MBA
- [ ]

### Mechanical manufacturing & Automation
- [ ]
### Business or marketing degree
- [ ]

### Mechanical manufacture & design
- [ ]

#### b) Degree

<table>
<thead>
<tr>
<th>Senior High school</th>
<th>[ ]</th>
<th>Bachelor</th>
<th>[ ]</th>
</tr>
</thead>
<tbody>
<tr>
<td>College</td>
<td>[ ]</td>
<td>Master</td>
<td></td>
</tr>
</tbody>
</table>

#### 4. English Level

| Fluent speaking, writing, reading, listening | [ ] |
| Fluent writing, reading                      | [ ] |
| Good speaking, writing, reading, listening   | [ ] |
| Good writing, reading                        | [ ] |

#### 5. Professional skill

| Microsoft Word, Excel, Email, Internet       | [ ] |
| Pro-Engineer                                 | [ ] |
| CATIA                                         | [ ] |
| AutoCAD                                       | [ ] |
| Other professional skills                    | [ ] |
6. **Annual salary budget (US Dollar $)**

<table>
<thead>
<tr>
<th>Salary Range</th>
<th>Checkbox</th>
</tr>
</thead>
<tbody>
<tr>
<td>6,000 ~ 10,000</td>
<td>□</td>
</tr>
<tr>
<td>10,000 ~ 15,000</td>
<td>□</td>
</tr>
<tr>
<td>15,000 ~ 20,000</td>
<td>□</td>
</tr>
<tr>
<td>20,000 ~ 30,000</td>
<td>□</td>
</tr>
<tr>
<td>30,000 ~ 40,000</td>
<td>□</td>
</tr>
<tr>
<td>40,000 and above</td>
<td>□</td>
</tr>
</tbody>
</table>

7. **Further Information or directions**


When a new member enrolls at MTC, please contact the MTC Administrative Support to obtain the key for your desk or office.

1) It is forbidden to talk loudly or play around at MTC.
2) It is not allowed to thumb documents or files on the table of others without having their consent.
3) Meetings should be held in the conference rooms.
4) It is not allowed to thumb faxes or visitor records without consent.
5) Use of training room, meeting room and negotiation room needs to be reserved. MTC will make necessary arrangement accordingly.
6) If members want to do machine demo, they need to inform MTC for necessary preparation.
7) If a Member company wants to purchase additional office appliances, put up posters or store goods in the office, they need to get approval from MTC first.
8) All members’ employees and MTC staff are required to dress up formally during working hours.
9) Having alcohol and smoking at MTC are strictly prohibited.
10) All employees of member companies and AMT staff at MTC are not allowed to provide technical documents or pictures of MTC to any third party. It is not allowed to take pictures without permission. It is also prohibited to operate demo machines or attachment devices without permission.
11) All employees of member companies and AMT staff should not leave cash or valuable articles in the offices.

Notes:

No pirate software can be used in AMT MTC.
The expense reimbursement policy of AMT MTC:

1. All employees of member companies at MTC are required to fill in an Expense Report Form in order to get advance money for business purposes and to indicate the reason for the advance. After approval by members’ designated manager, the employee of member companies can draw the money from the accounting department at MTC.

2. The original formal invoices are required when getting reimbursement. Invoices and receipts approved by member companies will be considered as valid document to process a reimbursement.

3. The amounts written in Arabic numerals in the original invoices should be matched with the amounts written in expenses form.

4. Unless the previous cash advance is settled, a new advance will not be made (except for special situations).
### Appendix 8: Pricing Guide

**Mexico 2019**

#### MTC Membership & Services Structure

<table>
<thead>
<tr>
<th>Membership Service</th>
<th>General Services Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Membership Fee</td>
<td>Not Applicable – All Services A la Carte</td>
</tr>
</tbody>
</table>

#### Sales, Marketing & Distribution Services

<table>
<thead>
<tr>
<th>Service</th>
<th>Rate/Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>MASS (Market Access and Sales Support)</td>
<td>$200/day preferred rate + travel, hotel and meals, provided the member signs the MASS agreement and pays 10 days in advance per engagement, otherwise rate is $240/day</td>
</tr>
<tr>
<td>MTV (Member Targeted Visits)</td>
<td>Part of MASS Service</td>
</tr>
<tr>
<td>Market Penetration Review</td>
<td>$3,600/session</td>
</tr>
<tr>
<td>Machine Demo Space</td>
<td>10% Admin Fee on expense incurred to release demo space with our strategic partners, NL State University or Tec de Monterrey</td>
</tr>
<tr>
<td>Outsourcing Service/Supplier Development</td>
<td>4% fee of the first year’s savings ($1,700 advance retainer - to be deducted from the fee)</td>
</tr>
<tr>
<td>Training/ Seminar Support</td>
<td>10% Admin Fee on expenses incurred on organizing the event</td>
</tr>
<tr>
<td>Agent or Distributor Search/ Streamlining</td>
<td>$1,800/process</td>
</tr>
</tbody>
</table>

#### Administrative Services

<table>
<thead>
<tr>
<th>Service</th>
<th>Rate/Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Space (based on availability)</td>
<td>Cubicle or workstation US$3000/yr Private lockable 1-person office US$6,600/yr Private lockable up to 4-person office US$12,000/yr</td>
</tr>
<tr>
<td>HR Search Services</td>
<td>15% of yearly compensation with an advance of $1,500</td>
</tr>
<tr>
<td>Proxy Hire Employee</td>
<td>10% Admin Fee of salary and social benefits 10% Admin Fee of business travel cost</td>
</tr>
<tr>
<td>Translation Services</td>
<td>$0.10 per word, includes proofreading</td>
</tr>
<tr>
<td>Payroll Management for Member Subsidiary</td>
<td>4.5% of total payroll cost per month.</td>
</tr>
</tbody>
</table>

#### Field Service Support Services

<table>
<thead>
<tr>
<th>Service</th>
<th>Rate/Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Field Services Support</td>
<td>$400/day labor + travel, hotel and meals, provided the member signs an agreement and pays 10 days in advance per engagement, otherwise rate is charged at $480/day Overtime: $50/hour; Night shift: 20% surcharge will be applied <strong>Service days for training are charged at 50% of actual rate</strong></td>
</tr>
<tr>
<td>Field Services Support – Courtesy visit</td>
<td>$200/day + travel, hotel and meals, provided the member signs an agreement and pays 10 days in advance per engagement, otherwise rate is $240/day</td>
</tr>
</tbody>
</table>

#### Logistics Services

<table>
<thead>
<tr>
<th>Service</th>
<th>Rate/Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trade Shows Support</td>
<td>$200/day + travel, hotel and meals</td>
</tr>
<tr>
<td>Import Logistics (customs clearance, etc.)</td>
<td>11.5% Admin Fee of actual expenses</td>
</tr>
<tr>
<td>Warehousing</td>
<td>11.5% Admin Fee of actual expenses + 2 months advance for service</td>
</tr>
</tbody>
</table>
Hear what the participants have say about us...

Testimonials from members

The MPS is like drinking water from a fire hose in regards to information.

You presented ideas and stimulated dialog that helped cement our strategic plans for Mexico.

We have had only superior experiences with the entire AMT organization.

I was very impressed with the quality of the session and also grateful for your very friendly hospitality.

The ability to have direction but change that direction as the conversation moves along was a perfect fit for me and what I was trying to accomplish at the meeting.
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