



## Application for Social Audit

### Applicant – Billing Information

Company Name:			
Address:			
Contact Name			
Telephone Number			
Fax Number			

### Details of Factory to be Audited

Name of Factory:			
Address:			
Product:			
Audit Type:			
Audit Standard :			
Number of Employees:			
Language of Employees:			
Name of Contact:			
Position:			
Telephone Number:			
Fax Number:			
Date Audit required:			

### Quotation by Intertek

Date: \_\_\_\_\_

Proposed date for Audit:	
Number of Man days and cost:	
Approximate cost of traveling:	
Quote valid until end of:	
Signed:	

### Confirmation

Date \_\_\_\_\_



Authorisation to perform audit – signed:	
Name and position:	

Cancellation requested more than 5 business days before the committed audit day will have no charge. Cancellations or rescheduling requested more than 2 business days but less than 5 business days before the committed audit day will be liable for 50% of the full audit charge in addition to travelling expenses already incurred and non-refundable. If notice of cancellation or rescheduling of a monitoring visit is requested with 48 hours notice or less of the scheduled date, the full audit fee is charged in addition to any non-refundable and already incurred travel expenses. If an access denied occurs during the day of the audit, there will be a full audit fee charge in addition to any non-refundable and already incurred travel expenses.

#### **ITS Labtest Bangladesh Ltd.**

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