



## Inspection Request Form

### Section A. General Information

Inspection date :

Inspection Time : 10.30am (approximate)

Ship Date:

- FRI     RE-FRI     Inline     Technical Audit     CO     CDV     Supervision of Loading     Other
- 1st Re Insp     1st Inline  
 2nd Re Insp     2nd Inline  
 3rd Re Insp     3rd Inline

### Section B. Applicant Information

Buyer/ Client /Applicant Company Name :

Address

Contact

Telephone No.

Fax No.

Email

### Section C. Vendor and Factory Contact Details

Vendor/ Supplier Company Name (must be filled in)

Address :

Contact

Telephone No.

Fax No.

Email

Factory Name (Factory Address) :

Contact Person :

Email :

Telephone No.

Fax No.

Product Description :

Quantity :

Ref No.

PO.

Style No. / Order No:

Reference Materials will be submitted on or before(date):

- Approval Reference Sample     Packing Instruction     Product Specifications/Drawings     Instruction Manual  
 Digital Images     Copy of Purchase Order     Other

Inspection cost settled by :

- Client     Supplier     Factory     Others, please specify

Invoice address :

Signature w/Company name & seal

Date

### Terms & Condition

- (1) Submit Inspection Request Form at least 4-working-days(Sat & Public Holiday not included)prior to the inspection. If inspection location is Chittagong, it is required to send at least 5 working days prior notice for logistic support of inspectors.
- (2) In case of any revised schedule, supplier should send revised IRF at least 2 working days prior to the inspection.
- (3) Supplier is liable for absorbing late cancellation fee\* if they postpone or cancel the inspection in less than 24 hours.
- (4) Supplier or manufacturer must confirm the availability of the goods according to client's requirement upon Intertek's inspector(s) arrival otherwise the inspection will be aborted and they will require to absorb the abortive inspection fee & related expenses\*\*
- (5) Supplier or manufacturer should confirm the receipt of Inspection request form by concern co-ordinator to avoid any mis- scheduling.
- (6) Re- inspection charge should be settled by supplier or manufacturer at least 24 hours prior to the inspection.
- (7) Supplier or manufacturer is prohibited to offer any kind of benefit to Intertek staff.

#### Note:

For Price Please contact with Office.

#### ITS Labtest Bangladesh Ltd.

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