

To : Ms Zhang Xiao Chen / Ms You Li Qun - **Intertek Consumer Goods Singapore**
 Email : Xiaochen.Zhang@intertek.com / LiQun.You@intertek.com / Sinjoon.Yeo@intertek.com
 Fax No : (65) 63 826 268 Tel No : (65) 63 888 666
 Please kindly complete the form and return back to Intertek Consumer Goods Singapore. (Contact Information as above)

Note : The inspection Requisition form sent to Intertek in the form of email has a legal binding force between both parties if Intertek has accepted by return email.

Intertek Consumer Goods Singapore (Inspection Division) Inspection Service Arrangement

Your client has appointed us to carry out inspection on their orders. In order to provide best arrangement to your company, please use the following Service Arrangement Form for all coming inspection arrangement and note the following:

- 1) Make your appointments with **AT LEAST** (4 WORKING DAYS FOR JOBS IN SINGAPORE, SRI LANKA , WEST MALAYSIA & BRUNEI).
- 2) Make sure all the goods have been fully packed upon our arrival, otherwise, the inspection may be cancelled and you may be required to pay the abortive inspection cost (USD250.00) plus travelling cost.
- 3) We will confirm the arrangement by returned phone call/fax after receiving the form within 1 working day. If you did not receive our confirmation within 1 working day, please call us immediately.
- 4) Re-fax this form for amendments made. If inspection date is amended. Please refer to point (1), (2) and (3).
- 5) Any late cancellation in inspection booking with notice less than 2 working days before inspection taking place will incur a handling fee of (USD250.00).

Invoice Information (Inspection Charges Bearer By ?)

Buyer (As Stated Below) Factory / Supplier If otherwise, Please state : _____

Buyer Name (In Full) : _____ Country : _____

Buyer Ref No : _____ *Style/Ref No.: _____

Service Required : During Production Inspection (DPI) Factory Evaluation (FE) Routine Factory Inspection (RFI)
 Pre-Production Inspection (PPI) Loading Supervision (LS) Re-Inspection (Prev Report No: _____)
 Final Random Inspection (FRI) Follow-Up Inspection (FUI) _____
 Type : Hardline (Furniture / Electronics Items) Softline (Textile / Fabric) Others _____

Applicant : _____

Applicant Email : _____

Contact Person : _____

Tel : _____ Fax : _____

Quantity : _____ * Pieces / Sets (Please Delete Accordingly)

AQL Level : _____ (Major) _____ (Minor)

Description of Goods : _____

Shipment Date : _____ * Order No / Style / Ref No : _____

Inspection/Audit Location : Singapore Brunei Sri Lanka West Malaysia (Johor)

Inspection /Audit Date : _____ **Time :** _____

Factory / Supplier Name : _____

Factory / Supplier Address : _____

Contact Person (In Factory) : _____

Email Address : _____

Tel : _____ Fax : _____

Date : _____ Authorized Signature and Company Chop _____