**Application Form for Inspection**

**验货申请表**

Please arrange the inspection according to the information as below: IQS Report No.

**Applicant 申请者信息 \* Mandatory information必填信息**

|  |
| --- |
| \*Company Name公司名称：      |
| Address 地址：      |
| \*Contact Person 联系人：      | \*Tel 电话：      |
| \*Email 电邮：      | Fax传真：      |

**Product Information 产品信息**

|  |
| --- |
| \*Supplier 供应商：      |
| \*Contact Person 联系人：      | \*Tel 电话：      |
| Shipment date 船期：      | \*Email 电邮：      |
| **\*Expected Inspection 验货日期：** |
| \*Product Model 型号 | \*P.O. NO.订单编号 | \*Product Description产品名称 | \*Quantity Total 数量 |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
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|       |       |       |       |

**Inspection Location 验货地址**

|  |
| --- |
| \*Factory Name 工厂名称：      |
| \*Factory Address 工厂地址：      |
| \*Contact Person 联系人：      | \*Tel 电话：      |

**Services requested 申请服务专案**

|  |  |
| --- | --- |
| [ ] During-production Inspection 生产中期检验 | [ ] Pre-shipping Inspection 装运前抽样检验 |
| [ ] Container Loading Check 裝卸货监管 | [ ] Sample Pick-up 抽板服务 |
| [ ] Factory Audit供应商工厂评估 | [ ] Re-Inspection 重验 | [ ] Others 其他：      |

**Sampling Method抽样标准**

|  |  |  |  |
| --- | --- | --- | --- |
| [ ] ANSI/ ASQC Z1.4-2003 Level [ ] I [ ] II [ ] III  | [ ] BS6001 | [ ] ISO02859 | [ ] GB T2828.1-2003 |
| [ ] 100% 全检 | [ ] Others 其他：      |

**Requested AQL 检验标准**

|  |  |  |
| --- | --- | --- |
| Critical致命问题：  | Major 主要问题： | Minor次要问题：  |
| **0** | **[ ]  1.0 [ ]  1.5 [ ] 2.5 [ ] 4.0** | **[ ]  1.0 [ ]  1.5 [ ] 2.5 [ ] 4.0 [ ]  6.5** |
| [ ] Others 其他：      |

**The inspection application form sent to IQS in the form of email has a legal binding force between both parties if it is accepted by IQS by return email 验货申请表若以电子邮件方式发送到 IQS，一旦 IQS 以电子邮件方式回复并接受此验货申请，即对申请验货方与 IQS 都具法律约束.**

**Notes for Inspection/Audit Arrangement**

1. Inspection booking should be made at least 2 working days (Sat, Sun & Public Holiday not included) and 2 working days prior to the scheduled date of inspection. 凡验货申请，请务必于**至少2个工作日前** [不包含周六, 周日，公共假日] 提出申请。
2. To make sure IQS receive the requisition form, kindly follow up with a phone call. 当此申请表发出后，请务必以电话方式确认。
3. Re-send this form to IQS for any amendment. 若对先前申请表的内容有任何修改，请务必重新发出已改正的申请表。
4. Once inspection date is confirmed, any postponement or cancellation made with less than ONE working date notice (Sat, Sun & Public Holiday not included), you are required to absorb a handling fee / late cancellation fee of RMB 1000. 当申请之验货日期确定后，如遇延期或取消，请务必于验货日前不少于**一个工作日**[不包含周六, 周日，公共假日]提出，否则 IQS 将向申请人公司收取手续费(每验货员)人民币1000元。
5. Make sure all the goods are ready for inspection according to client ’s requirement ([ ] 100% of the goods have been produced & 80% have been packed into export cartons OR [ ] 100% of the goods have been produced & packed into export cartons ) upon IQS’s inspector(s) arrival, otherwise, the inspection will be aborted and you are required to absorb the abortive inspection fee and traveling expenses. of ( )

在验货员到达工厂时，请务必确保所有货物皆已按客人要求完成且包装待验([ ] 100%货物已经完成以及80%货物已经成箱；[ ] 100%货物已经完成并成箱)，否则，验货将被取消，同时申请人需**支付不成功验货的有关费用 ( )**

1. Kindly submit us the product photos, together with this requisition form. 提交该验货申请表时, 请同时提供产品照片。
2. According to IQS’s company policy, benefit of any kind should not be offered to any of IQS staff. 依照IQS的公司政策，我司职员严禁收受任何形式的利益。
3. All client data obtained or generated during the inspection activities will be kept confidential by IQS inspection, unless prohibited by law. 我司对在检验活动中获得或产生的所有客户信息承担保密责任，除非法律禁止。
4. Terms and Conditions of Business will be available upon request. 如有要求, 可提供我司商业条款.

Stamp & Signature Date of Requisition

签名并盖章 日期