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| **INSPECTION SERVICE BOOKING REQUEST FORM** |

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| **choose your service type:** | **🞏 IMI** | **🞏 DPI** | **🞏 PSI** | | | **🞏 Laboratory Testing** | | |
| **🞏 IPI** | **🞏 PM** | **🞏 LS** | | | **🞏 Re Inspection** | | |
| **Client Name:** |  | | | | | | | |
| **Factory Name:** |  | | | | | | | |
| **Factory Address:** |  | | | | | | | |
| **Contact Person:** |  | | | | | | | |
| **Telephone No.:** |  | | | **Cell Phone No.:** | | |  | |
| **Requested Inspection Date:** |  | | | **Shipment Date:** | | |  | |
| **List all products to be inspected below.** | | | | | | | | |
| **Product Model No.** | **Product Description** | | | | **Client P.O** | | | **Quantity/CTN** |
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| **Special Requirements/Remarks:** |
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| **Remarks:** | | |
| 1). Complete this form and sent it to us with a minimum of 5 working days before the inspection date required. | | |
| 2). Together with copies of all relevant reference documents such as Client P.O., Letter of Credit, Packing List, Bill of Lading, etc. | | |
| 3). For Pre shipment Inspection, all the products should be 100% completed and at least 80% packed before the inspection. If not, a mis-inspection shall be caused and 50% inspection fee will be charged. | | |
| 4). The postponement or cancellation of a previously requested inspection must be made by calling WOTCO office a minimum of 1 full working day before the inspection date required. | | |
| 5). If the inspection result is not accepted or due to the supplier's reasons require a second and subsequent inspection, the supplier will bear these costs. And the supplier need pay the inspection fee before the inspection. | | |
| 6). Abbreviations: | * **IMI**: Incoming Material Inspection * **IPI**: initial produce Inspection * **DPI**: During Production Inspection | * **PM**: Production Monitoring * **PSI**: Pre-Shipment Inspection * **LS**: Loading Supervision |