

To (Company Name): _____ Attn: _____ (Fax: (____) _____)
Tel: _____
From: _____ Fax: _____ Email: _____

Your client **DOLLAR GENERAL** has appointed Intertek to carry out inspection on their orders. In order to provide best arrangement to your company, please use the following Inspection Application Form for all coming inspection arrangement:

您的客戶 **DOLLAR GENERAL** 委托我司 Intertek 承擔他們的產品訂單的檢驗。為了對日後的檢驗提供更好的安排，請填寫下列的驗貨申請表格：

Inspection Application Form 驗貨申請表格

The inspection requisition form sent to Intertek in the form of email has a legal binding force between both parties if it is accepted by Intertek by return email.

驗貨申請表若以電子郵件方式發送到 Intertek，一旦 Intertek 以電子郵件方式回復並接受此驗貨申請，即對申請驗貨方與 Intertek 都具法律約束力。

To : _____ 1st Requisition 首次申請 Revision 修訂 (No.: _____)

We inform you that the following goods will be ready for inspection with details as below:

我司現正式通知 貴司以下貨物已完成。煩請根據下列資料，安排驗貨事項：

From (Company Name):

公司名稱 (in English/Chinese 英文/中文) _____

Address : _____

地址 (in English/Chinese 英文/中文) _____

Contact Person 聯絡人 : _____ Tel. 電話 : (____) _____

E-mail 電郵地址 : _____ Fax 傳真 : (____) _____

BUYER NAME [IN FULL]:

買家名稱 [全寫] _____

COUNTRY:

國家 _____

INSPECTION DETAILS 產品資料

Product Description 產品名稱 : _____

Buyer Order No 買家訂單號碼 : _____ Ship date 船期/ Destination 目的地 : _____ / _____

Buyer Art. No./ Model 買家產品型號 : _____ / _____ Quantity 數量 / Department 部門 : _____ / _____

REQUESTED INSPECTION DATE 要求驗貨日期 : _____

INSPECTION LOCATION 驗貨地點 (if possible please provide detail Map; 如可能，請提供詳細地圖)

Factory Name :

工廠名稱 (in English 英文) _____ (中文) _____

Factory Address :

工廠地址 (in English 英文) _____ (中文) _____

Contact Person 聯絡人 : _____ Tel. 電話 : (____) _____

E-mail 電郵地址 : _____ Fax 傳真 : (____) _____

TYPE OF SERVICES 服務類別

- Final Random Inspection 裝運前抽樣檢驗 Re-inspection (Prev. Report no.: _____) 重新抽樣檢驗 During Production Inspection 生產中檢驗
 Sample Pick-up 抽板服務 Supervision of Loading 裝運監督 Others: _____ 其他

Remarks 備註 :

(1). To make sure Intertek receive the requisition form, kindly follow up with a phone call. 當此申請表發出後，請務必以電話方式確認。

TERMS & CONDITIONS – INSEPCION SERVICES		
Terms	Definition/ Condition	Rate
Booking Lead Time	Application should be made at least 4 working days in Asia and 10 working days in other regions (Americas, Europe, Africa and Middle East) prior to the desired service date	Not Applicable
Manday	8 hours spent business and/or traveling with 1 hour break or in compliance with local labor law.	As agreed with client
Normal Business Days	Monday to Friday or in compliance with local labor law and customs	Not Applicable
Working/Traveling on Holidays Charge (Saturday, Sunday or Public Holiday)	Holidays and Weekends will vary depending on local law and customs. A surcharge will be applied for work/travel on such days.	100% Surcharge of Manday fee
Late Cancellation / Rescheduling Charge	Notice of cancellation or postponement is made with less than 2 business day prior to the confirmed inspection date.	Manday rate x number of inspectors assigned + any expenses incurred
Express Booking	For inspection booking within 2 working days from desired inspection date.	50% surcharge of Inspection fee
Abortive Inspection Fee	Goods must be ready for inspection according to client's requirement (100% produced and at least 80% packed) upon Intertek's inspector(s) arrival, otherwise, the inspection will be aborted and the abortive inspection fee will be charged.	Manday rate x number of inspectors assigned + any expenses incurred
Extra Traveling Time Charge	If travel cannot be completed within the same day of service execution and if the distance from the nearest office is over 100 km, the traveling time (including the waiting time due to lack of transport resources) will be charged.	- up to 4 hours: 0.5 manday - more than 4 hours: 1.0 manday
Out of Pocket Expenses (OPE)	Other expenses include traveling, hotel expenses (if any), applicable value added or governmental taxes, visa administrative fee, etc.	Invoiced in accordance with travel cost matrix or pre-approved price agreement
Mailing Expenses	Documents, samples, materials, etc. sent to clients or between different offices at the request of the client.	Invoiced at cost plus 10% handling fee
Service Document Re-issuance Charge	Any changes other than Intertek own corrections required after the original document has been issued (report or certificate)	US 30 per copy
Payment Terms	Net 30 days from the end of the month during which the invoice is issued. If the service is invoiced to parties other than buyer/client (e.g. agent, supplier/ factory, etc.), full prepayment term will be applied. Any late payment shall incur, after a prior notice of Intertek, a penalty equal to the balance due at the rate of 2% per month from the invoice due date until payment receipt. Intertek reserves the right to suspend services and/or change payment terms to full pre-payment due to credit issue or other issues deemed appropriate	2% per month from the invoice due date
Liability	The liability of Intertek in respect of any claims for loss, damage or expense of whatsoever nature and howsoever arising in respect of any breach of contract and/or any failure to exercise due skill and care by Intertek shall in no circumstances exceed a total aggregate sum equal to ten (10) times the amount of the fee or commission payable in respect of the specific service required under the particular contract with Intertek which gives rise to such claims provided however that Intertek shall have no liability in respect of any claims for indirect or consequential loss including loss of profit and/or loss of future business and/or loss of production and or cancellation of contracts entered into by the Principal.	10 times the inspection fee
General Conditions	All activities of Intertek Consumer Goods Division are governed by Intertek Terms and Conditions of Business which can be provided upon request.	Not Applicable
Confidentiality	All information and data received by Intertek while engaged in the activities will be treated as confidential pursuant to confidentiality agreement executed by the parties.	Not Applicable

Remark:

For the avoidance of doubt, The Services are obtained by Intertek, resultant from The Customer's ordering Intertek to perform and do not relieve The Supplier of its obligations to ensure that The Products and business practices comply with the contractual specification and all applicable laws, regulations, standards and codes of practice as defined in the scope of service offered by Intertek or contractual obligations defined by The Customer.

Intertek Contact Information

Key Account Manager:

Name	Location	Contact Details	Email
John Luzzi	USA	Intertek Consumer Goods 254 West 54th Street, New York 10019 +1 973 445 2831	john.luzzi@intertek.com

Inspection Project Manager/ Global Contact:

(Maintain client program procedure, requirement. Oversee operation globally for the program)

Terence Tang	Hong Kong	Intertek Testing Services Hong Kong Ltd. Garment Centre 576 Castle Peak Road, Lai Chi Kok Kowloon, Hong Kong Tel: +(852) 2173-8232	terence.tang@intertek.com
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Inspection Location Contacts: (Handle day-to-day coordination activities)

Mohsina Ahmed Mamun Zaman	Bangladesh	Intertek Testing Services Labtest Bangladesh Ltd (Inspection and Auditing) Zashin Plaza(7th Floor) Plot # 01, Road # 01, Sector # 01, Uttara, Dhaka-1230 Bangladesh T: +88 02 896 1184, 893 1691 ext. 106 T: +88 02 815 6226, 27 or 28 ext. 101	mohsina.ahmed@intertek.com mamun.zaman@intertek.com
Angela Yuan	China – South	Intertek Testing Services Shenzhen Limited 5/F, M-Space, Building A, Nanhai Avenue South, Shekou, Nanshan District, Shenzhen, China, 518067 Tel:+86-769-23134641	angela.yuan@intertek.com
Lawrence Wang	China - North	3/F, Bldg. 6-B, No.1218 Wanrong Road, Shibei Industrial Zone, Zhabei District, Shanghai Tel: +86-21-61815 37	lawrence.wang@intertek.com
Vijay Deshmukh Sandeep Akiwate	India	Intertek India Pvt Ltd Akruti Corporate Park G3 Ground Floor L.B.S Marg Next to G E Gardens Kanjurmarg (W) Mumbai – 400079 +91 22 67976911/ 91-80-40213771	vijay.deshmukh@intertek.com sandeep.akiwate@intertek.com
Ririen Prihartini	Indonesia	Intertek Consumer Goods Citrabuana Indoloka Building Jl. Cikini IV No.2, Jakarta Pusat DKI Jakarta, 10330 Indonesia T: 62-21-3918339	ririen.prihartini@intertek.com
Nga Pham Ha Le	Vietnam	Intertek Vietnam Ltd. 1st Floor, E.Town EW Building, 364 Cong Hoa Street, Ward 13, Tan Binh District, Ho Chi Minh City, Vietnam T: 84 8 6297 1093/ 84 8 6297 1112	nga.pham@intertek.com ha.le@intertek.com