REQUEST FORM FOR QUOTATION

**To: The Hong Kong Inspection Company Limited Date:**

Please provide a quotation based on the following:

|  |  |
| --- | --- |
| Company Name: |       |
| Address: |       |
| Contact Person: |       | Inspection / Audit Date:       |
| Phone: |       | Fax:       | Email:       |
| Services Required: | [ ]  Initial Factory Evaluation [ ]  Final Random Inspection[ ]  Initial Production Check [ ]  Loading Supervision[ ]  During Production Inspection [ ]  Others:      [ ]  Factory Pre-audit: [ ]  Social / [ ]  Code of Conduct / [ ]  Technical |
| For Factory Pre-audit only: | Size of Factory: No. of Employee       Floor Space       |
| Description of Goods: |       | Item Number(s): |       |
| Order Quantity: |       | FOB Value: |       |
| No. of Shipment (Approx): |       | PO Number(s): |       |
| Sampling Plan:ISO 2859-1:1999 | Please specify if not using Normal Inspection Level II, AQL=2.5 / 4.0 for major / minor defects and S2 for test / measurement:Level: [ ]  I [ ]  II [ ]  III [ ]  S1 [ ]  S2 [ ]  S3 [ ]  S4AQL: Critical       Major       Minor       Others:       |
| Supplier Name: |       |
| Contact Person: |       |
| Phone: |       | Fax:       | Email:       |
| Address of Inspection / Audit Location: |            |
| Court Case: | [ ]  Yes [ ]  No | Inspection Certificate  | [ ]  Yes [ ]  No |
| Export Country: |       | End Customer: |       |
| Samples Required: | [ ]  Draw shipment sample for reference if factory allows [ ]  Draw defective sample for reference if factory allows [ ]  Send shipment sample obtained above at our cost[ ]  Send defective sample obtained above at our cost |
| Special Instructions: |       |

Remark:

1. Please send more information such as approval sample, catalogue, product leaflet, instruction manual, specification, etc. for us to prepare a more accurate quotation.
2. Please fill in this form as complete as possible so that report can be issued promptly.

Please return this form by email to *hkic@hk-ic.com*