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  S4  AQL: 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*](mailto:hkic@hk-ic.com)