



# Tti - Inspections (Pvt.) Ltd.

Prompt Service Assured

Department: Customer Services

Rev No.: 01

Document No.: Tti/Insp/FM-01

Rev date: 17-10-2011

## Inspection Request Form

To:

**Tti - Inspections (Pvt.) Ltd.**

Tel: 042-111-786-001, Fax:042-3515 4555, E-mail: [marketing@ttilabs.net](mailto:marketing@ttilabs.net)

From:

Mr. : \_\_\_\_\_

M/s. : \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Inspection Location:**  Lahore  Faisalabad  Sialkot  Karachi  Others

**Inspection Status:**  In-Line  Pre-Final  Final  Re-Inspection

**Inspection Date :**

**Inspection Time :**

AM /  PM

**Client :**

**Order / PO# :**

**Style :**

**Order Quantity :**

**Presented Quantity:**

**Description :**

**Color(s) :**

### Terms and Conditions:

1. Inspection request form should be submitted at least three working days prior to the scheduled date of inspection.
2. Authorized signature and company stamp is a must on inspection request form, and should be re-sent if any amendments made.
3. If any cancellation or postponement is required, vendor should notify Tti-Inspections (Pvt.) Ltd with one working day advance written notice.
4. If the inspector should be required to wait longer than two hours before 100 % of the goods are ready (packed, put in cartons) or the inspection will be cancelled, the inspector will prepare a report that he will sign together with authorized person of the vendor and will leave the place. Since such a day will be considered as loss of business, Tti-Inspections (Pvt.) Ltd. will invoice the price, agreed with the client / vendor, for abortive inspection per inspector.
5. The re-inspection fee should be paid by vendor in advance.
6. Inspector should be provided with a sample of each label, other accessories affixed on the product and packing and a signed copy of packing list by the vendor. After the inspection, inspector can draw sufficient number of samples of the inspected product to keep them as shipment sample.

Date: \_\_\_\_\_

Authorized Signature and Stamp

Tti Confirmation of Inspection

### For Office Use Only

**Tti Inspection Invoice #:**

**Tti Inspector :**