



Tti - Inspections (Pvt.) Ltd.

Prompt Service Assured

Department: Customer Services

Rev No.: 01

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Inspection Request Form

To:

Tti - Inspections (Pvt.) Ltd.

Tel: 042-111-786-001, Fax:042-3515 4555, E-mail: 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 :