



Survey Report Application Form

SGS Taiwan Ltd. Chemical Laboratory	125, Wu Kung Road, New Taipei Industrial Park, Wu Ku District, New Taipei City, Taiwan 24886 TEL: (886-2) 22993279 FAX: (886-2) 22993237	Customer Service Report Administrative	Ext. 3103~3127 Ext. 3150~3169
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Applicant (Company) :

Address :

Tel :

Ext :

Fax :

Contact Person :

e-mail :

Invoice : ☐ same as left

Company Title :

Sample Information :

1. Sample Description : _____

2. Style/Item No : _____

The test item(s) need to be combined : _____

※ There are two stages of reports survey

First Stage : Review of Documents

After receiving your application and documents, SGS will give you an estimate quote. We'll start reviewing documents after you sign back the quotation. The working time needed for this stage is related to how complete the documents you've collected are. When all documents are reviewed, we'll inform you the result of survey then give you a finalized quotation for you to double check and confirm.

※ Please make sure the following documents have been prepared :

- ☐ For the SGS report, please report to the original vendor to obtain the "Letter of Authorization to Combine Reports", non-SGS report provided by the Applicant for the "Letter of Guarantee for Survey Report".
- ☐ B.O.M table (the test report number must be written clearly on each part).
- ☐ The test reports which are provided from the supplier must be clear, complete and issued within 3 years. Reports over 3 years are not acceptable.
- ☐ For reports issued by other laboratories rather than SGS, please provide ISO 17025 certificate of the issuer.
- ☐ If photo are needed to be placed on the report, please provide one sample.

Second Stage : Combine Reports

The working days of reports combining needed: (Not include the documents review)

- ☐ 1~20 documents.....3~5 working days ☐ 21~40 documents.....5~7 working days
- ☐ 41~60 documents.....7~10 working days ☐ Others _____ documents.....to be considered

Service Request :

☐ **Regular** ☐ **Express** (40% surcharge) ☐ **Double Express** (100% surcharge)

Does the sample need special storage handling? ☐ No ☐ Yes (please specify) _____

Samples Return : ☐ No ☐ Yes (Express charge will be paid by applicant directly)

Report No. :

Signature by applicant :

Payment term : 1 week

USD Remittance :

Beneficiary Bank : Citibank N.A. Taipei
Beneficiary Name : SGS Taiwan Ltd.
Beneficiary Acct no : 5038411219
Bank Address : P.O. Box 3343 Taipei, Taiwan R.O.C
SWIFT CODE : CITITWTX

Remarks :

This document is issued by the company under its General Conditions of Service available upon request, and accessible at <http://www.sgs.com.tw/Terms-and-Conditions.aspx>

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