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SERVICE REQUEST FORM

ITD– Inspection and Testing Department

For IDQ use only
Contract No.: IDQ-2026C-_____
Obra No.: _____
Applicable PRICE LIST Ver.: IDQ-Q-202601

Client:	Location:
Project Name:	Site Contact:
Appoint Date & Time:	Site Contact Tel.:

Report Title: ☐Same as「Client」 ☐ _____ Report Language: ☐ CHINESE ☐ ENGLISH

Item No.	Service Items	Unit Price (MOP)	Order Qty	Actual Qty	*REMARKS*
9.11	Site visit charge (per half-day)	$1,000.00			
9.15	Additional charge: Booking cancel charge (per requested)	$1,000.00			
9.16	Additional charge: Service cancel upon arrival charge (per man)	$2,000.00			
9.17	Additional charge: Data change charge (per requested)	$1,000.00			
9.18	Additional charge: report urgent processing (within 10 working days)	30% of basic charge			
9.19	Additional charge: report urgent processing (within 5 working days)	50% of basic charge			
9.20	Additional charge: report urgent processing (within 3 working days)	100% of basic charge			
9.21	Additional charge: Extra Report Request	$500.00			
9.22	Additional charge: Report Re-Issue (Original Report)	$500.00			
9.23	Additional charge: Report Re-Issue (Certified True Copy)	$200.00			
9.25	Additional charge: Overtime, excluding Labor Holiday (per hour)	20% of basic charge			
9.26	Additional charge: Overtime, on Labor Holiday (per hour)	30% of basic charge			
9.27	Additional charge: Work on Saturday, Sunday, Public Holiday, excluding Labor Holiday	50% of basic charge, min. $2,200.00			
9.28	Additional charge: Work on Labor Holiday	100% of basic charge, min. $4,400.00			

REMARKS:

For IDQ use only	*Actual service date & time: ☐Same as appointed ☐ refer to remarks*	*Person in charge:*	*Discount: ☐ N/A ☐____%*
	ITD Ref. No.: ITD-SRF-		*(Page of)*

****By signing this SRF, you are aware of and agree to comply with the conditions of service and corresponding remarks in the " IDQ Service Price List" and are bound by them.**

Client's acceptance:	*Received by:*	*Approved by:*	Received by:
Date:	*Date:*	*Date:*	Date: