

<b>SERVICE REQUEST FORM</b> ITD– Inspection and Testing Department		For IDQ use only Contract No.: IDQ-2025C-_____ Obra No.: _____ Applicable PRICE LIST Ver.: IDQ-Q-202501
Client:		Location:
Project Name:		Site Contact:
Appoint Date & Time:		Site Contact Tel.:
Report Title: <input type="checkbox"/> Same as 「Client」 <input type="checkbox"/> _____		Report <input type="checkbox"/> CHINESE Language: <input type="checkbox"/> ENGLISH

Item No.	Service Items	Unit Price (MOP)	Order Qty	Actual Qty	REMARKS
12.10	Site visit charge (per half-day)	\$1,000.00			
12.11	Additional charge: Booking cancel charge (per requested)	\$1,000.00			
12.12	Additional charge: Service cancel upon arrival charge (per man)	\$2,000.00			
12.13	Additional charge: Data change charge (per requested)	\$1,000.00			
12.14	Additional charge: report urgent processing (within 10 working days)	30% of basic charge			
12.15	Additional charge: report urgent processing (within 5 working days)	50% of basic charge			
12.16	Additional charge: report urgent processing (within 3 working days)	100% of basic charge			
12.17	Additional charge: Extra Report Request	\$500.00			
12.18	Additional charge: Report Re-Issue (Original Report)	\$500.00			
12.19	Additional charge: Report Re-Issue (Certified True Copy)	\$200.00			
12.21	Additional charge: Overtime, excluding Labor Holiday (per hour)	20% of basic charge			
12.22	Additional charge: Overtime, on Labor Holiday (per hour)	30% of basic charge			
12.23	Additional charge: Work on Saturday, Sunday, Public Holiday, excluding Labor Holiday	50% of basic charge, min. \$2,200.00			
12.24	Additional charge: Work on Labor Holiday	100% of basic charge, min. \$4,400.00			

REMARKS:			
For IDQ use only	Actual service date & time: <input type="checkbox"/> Same as appointed <input type="checkbox"/> refer to remarks	Person in charge:	Discount: <input type="checkbox"/> N/A <input type="checkbox"/> ____%
	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: