SERVICE REQUEST FORM
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: ☐Same as「Client」☐ _____
Report Language: ☐ CHINESE ☐ ENGLISH

Item No.	Service Items	Unit Price (MOP)	Order Qty	Actual Qty	*REMARKS*
16.5	Additional charge: Booking cancel charge (per requested)	$1,000.00			
16.6	Additional charge: Service cancel upon arrival charge (per man)	$2,000.00			
16.7	Additional charge: Data change charge (per requested)	$1,000.00			
16.8	Additional charge: report urgent processing (within 10 working days)	30% of basic charge			
16.9	Additional charge: report urgent processing (within 5 working days)	50% of basic charge			
16.10	Additional charge: report urgent processing (within 3 working days)	100% of basic charge			
16.11	Additional charge: Extra Report Request	$500.00			
16.12	Additional charge: Report Re-Issue (Original Report)	$500.00			
16.13	Additional charge: Report Re-Issue (Certified True Copy)	$200.00			
16.14	Additional charge: Service Outside Macao (per man per day)	$1,600.00			
16.15	Additional charge: Overtime, excluding Labor Holiday (per hour)	20% of basic charge			
16.16	Additional charge: Overtime, on Labor Holiday (per hour)	30% of basic charge			
16.17	Additional charge: Work on Saturday, Sunday, Public Holiday, excluding Labor Holiday	50% of basic charge min. $2,200.00			
16.18	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: