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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* |
|---|---|---|---|---|---|
| 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: |