



QVC CERTIFICATION SERVICES PVT. LTD.  
(TESTING LABORATORY)

Ref: QVC/F/035  
Issue no: 02  
Amend no: 00

SERVICE REQUEST FORM

Date

Customer Name & Address:

Manufacturer Name & Address:

Contact Person:

Email Address:

Tele.No/Mobile no:

Sample Information:

S.no.	Sample ID (If any)	Sample Description	Technical Specifications	Quantity

Test Parameter's:-


Test Protocol/Standard:

Witness required: Yes  No

If yes Name of witnessing authority/company/Person:

Test Report required for any certification: Yes  No

If yes Regulator Name:

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**Document Information:-**

1. **Drawing/Catalogues/Instruction Manual/User manual:** Yes  No
2. **Transport intimation:** Yes  No
3. **Transit insurance intimation:** Yes  No
4. **Delivery Challan:** Yes  No

**Other Information:**

**If Statement of conformity remarks required in the Report:** Yes  No

a) If No, then Only obtained results will be reported

b) If Yes, select one of the following:

- 1b) **Decision on Compliance to specification will be based on the tolerance mentioned in the standard specification.**
- 2b) **For the tolerance specified by the customer, same will be considered for decision criteria. (Note: Deviations requested by the customer shall not impact the integrity of the laboratory or the validity of the results).**
- 3b) **If Measurement Uncertainty to be considered for decision on compliance, QVC calculated Measurement Uncertainty at confidence level of approximately 95% will be acceptable. (Decision criteria cannot be changed after preparation of job order)**

<b>Mode of payment</b>	<b>Cash</b>	<b>Cheque</b>	<b>NEFT</b>
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<b>Mode of collection of Report</b>	<b>By Hand</b>	<b>E-mail</b>	<b>Courier</b>
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**Sample to be returned (Yes/No):-**  
**Comment**

**Customer Signature & Designation**

**For Laboratory use only**  
**Sample condition:-**

<b>Sample Quantity</b>	<b>Sufficient</b> <input type="checkbox"/>
	<b>Not Sufficient</b> <input type="checkbox"/>

**Job order no:-**

**Test Completion date: -**

I (Customer) hereby accepts terms and conditions mentioned below:-

- Sample shall be accepted only with proper name plate and marking label wherever applicable.
- Testing of sample will be commenced after submission of documents and payment.
- All possible care shall be taken in handling the sample, but the risk of damages in transit or during testing rests with the customer. QVC shall not be responsible for any damage to the sample during loading, unloading, shifting and testing or due to any unforeseen act like fire, earthquake etc.
- QVC shall not be responsible, if a test has to be postponed because of non-availability of power, testing personnel, malfunctioning of equipment etc.
- If any additional test is required to be performed if requested after the job in progress, the same would be entertained only if sufficient sample would be available and will be mentioned in the test reports after proper contract review. Charges would be charged extra.
- QVC will retain the samples as per the retention period expect for total perishable products. Test items will be disposed after 90 days from the date of issue of test report or as per any regulatory authority. Customer shall hereafter collect the sample within 7 days after the retention period. QVC shall not be held responsible for the disposal of the item after the said period.
- The technical details mentioned above are correct to best of my knowledge & belief. I abide by the same, and understand its importance. I fully agree upon for no change whatsoever from our side and request to proceed for testing.