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| Requested Service Date(s) (要求的服务日期): | 2015/XX/XX | Ship Date (if applicable) (出货日期-如适用): | 2016/XX/XX |

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| *Vendor Name-Chinese (贸易商中文名):* | *Vendor Name-English (贸易商英文名):* |
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| *Factory Name-Chinese (工厂中文名):* | *Factory Name-English (工厂英文名):* | *IS THERE MORE THAN ONE LOCATION INVOLVED IN THE INSPECTION/AUDIT FOR THIS ITEM/CLIENT (该产品的检验或该客人的审核是否会发生在多个现场)?* |
|  |  | [ ]  NO[ ]  YES |
| *Inspection / Audit Location Chinese Address (验货或验厂地址/中文):* | *Inspection / Audit Location English Address (验货或验厂地址/英文):* | *IF YES, PLEASE PROVIDE THE ADDRESS FOR EACH ADDITIONAL LOCATION INVOLVED (如果是，请提供每个工厂的地址):* |
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| *Contact English Name**（联系人英文名）* | *Contact Chinese Name**（联系人中文名）* | *Job Title* *(职务)* | *Work Telephone #* *(办公室电话号码)* | *Mobile Telephone #**(手机号码)* |
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| *Number of Workers Currently Employed at the Factory (For Factory Audit Services Only)工厂目前有多少员工（仅限验厂）:* | *Notes / Special Requests (备注 / 特殊要求):* |
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| *Items to Inspect (产品信息):****\*Note\* - You are highly recommended to copy & paste lines directly from the online list of items.*** ***强烈建议您直接从在线链接中复制和粘贴相关的产品信息。*** |
| *#* | *Mission#* | *Client* | *Service Type* | *PO #**(For Product Inspections)* | *SKU #**(For Product Inspections)* | *Item Description**(For Product Inspections)* | *PO QTY**(For Product Inspections)* | *% Complete* *(For Product Inspections)* |
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| InTouch Booking Policy (预订验货/验厂条件): |
| 1. 中国大陆、越南、印度及巴基斯坦的产品检验服务（中期验货、尾期验货、重检等等）的预约需至少提前两个“工作日”提交（例如，星期三的服务的预约必须在该周星期一上午九点以前提交给InTouch）。**对于上述区域以外地区的所有检验服务**：预约申请至少需要提前五个工作日提交。
2. 若服务预约晚于2个工作日（中国大陆、越南、印度和巴基斯坦以外的地区晚于5个工作日）提交，我司会尽量安排在供应商要求的日期进行服务，但是，对于此类“加急”申请，因时间及人员的限制，我们不保证可以如期安排。
3. 服务取消：服务的取消必须同时以电话**和**邮件通知InTouch办公室。
4. 加急取消 —
5. 对于所有中国大陆、越南、印度和巴基斯坦的服务：

服务取消申请在原定服务日期前少于1 个工作日内提交的 (例如，在原定服务日期的前一个工作日的9点以后提交的取消申请) InTouch将会收取**125USD**的费用。1. 对于上述区域以外地区的所有服务:

服务取消申请在原定服务日期前少于2个工作日内提交的(例如，周一下午5点以后取消周四的服务的)，InTouch将会收取125USD的费用。1. 临时取消 —
2. 对于所有中国大陆、越南、印度和巴基斯坦的服务：

对于在原定服务日前一天下午5点以后要求取消服务的申请，或者我司工作人员被拒绝入场或者不允许按照原定计划进行服务，InTouch将收取原定服务的全额费用。1. 对于上述区域以外地区的所有服务:

服务取消申请在原定服务日期前少于1 个工作日内提交的(例如，周一下午5点以后取消周三的服务的)，或者我司工作人员被拒绝入场或者不允许按照原定计划进行服务，InTouch将收取原定服务的全额费用。1. 对于服消的服务，在有些情况下InTouch可能会已经产生了差旅费用（如机票、火车票等）。如果这些费用是不能退还的，那么InTouch会向客方收取这些已产生的费用。
2. 工厂审核服务（供应商评估、社会责任审核、反恐审核等等）的预约申请需要至少提前五个工作日提交。服务的取消适用前文的取消规则。
3. 所有的服务申请都以InTouch的最终安排为准。
4. 产品品质检查表上有明确规定要进行的检验要求的货品完成比例和最终包装完成比例。如果没有明确规定，则默认为必须100%全部完成包装。如有任何例外，则需得到客户确认。
5. 我司强烈要求：工厂把所有待验货品按照不同产品分类整齐而有序的摆放好，以便点数和抽样。此要求供应商应通知其所有相关工厂。
6. 对于因工厂或贸易商安排不当或未提前通知InTouch相关情况而造成的服务异常或延误，InTouch将会按照每人每小时 45USD 收取延误费用(例如：工厂在服务过程中拒不配合；产品存放在不同区域的不同地方；工厂和贸易商方负责人无法陪同；我司工作人员被要求长时间等待或者延迟原定时间的服务)。此外，延误也可能会产生并收取额外的差旅费用。
7. 安排在周末和公共节假日的服务会产生额外费用：星期六（正常费用X1.2）, 星期天（正常费用X1.5), 公共节假日（正常费用X2.0) 。
8. 不可抗力-由于非人为可控因素导致的InTouch无法正常进行预定的服务， 但已安排验货员并承担了其间的费用，客人将需支付这期间的所有费用。对于未正常进行的服务，InTouch不取收服务费用并将重新安排服务。
9. 依据本公司规章制度，InTouch员工不得从工厂获取任何利益。
10. “工作日”指星期一至星期五（不包括中国公共节假日）。星期六仅限于中国大陆范围内正常接收的服务的预约和取消申请。对于中国大陆以外的所有服务：“工作日”指星期一到星期五（不包括中国公共节假日）。星期六不接收服务的预约和取消申请。
11. 对于中国大陆以外的所有服务：检验报告将在检验完成日的第二个工作日发布。例如：在星期五完成的检验服务将在下星期一发布检验报告。对于在中国公共假日期间履行的服务，如果要求在假日期间发布报告，将会额外收取$50美元的报告费，否则报告将会在假期后的第一个工作日发布。
12. **通过提交此预定申请表，贵方确认所填信息准确无误并理解上述InTouch服务预定政策。**
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| 1. Regular bookings for product inspection services (During-Production, Final Inspection, Re-Inspection, etc.) in Mainland China, Vietnam, India and Pakistan must be made at least 2 working days\* in advance (e.g., services on Wednesday must be booked by the previous Monday by 9am). **FOR ALL INSPECTION SERVICES OUTSIDE OF THE ABOVE AREAS:** 5 working days of notice is required for bookings.
2. In the instance that your booking is received less than 2 working days\* (outside of Mainland China, Vietnam, India and Pakistan 5 working days\*) in advance, InTouch will use its best efforts to accommodate your request, however, **note that such “rush” bookings are based strictly on availability and it is therefore likely that such bookings cannot be accommodated.**
3. Cancellations - Cancellations must be made with BOTH a phone call AND email to the InTouch office.
4. Late Cancellations –
5. FOR ALL SERVICES IN MAINLAND CHINA, VIETNAM, INDIA AND PAKISTAN:

For cancellations made less than 1 working day\* before the service start date (e.g. cancelled after 9am the working day before the planned service), a charge of $125 USD will be incurred. 1. FOR ALL SERVICES OUTSIDE OF THE ABOVE AREAS:

For cancellations made less than 2 working day\* before the service start date (e.g., cancelled after 5pm Monday for Thursday’s service), a charge of $125 USD will be incurred.1. Last-Minute Cancellations –
2. FOR ALL SERVICES IN MAINLAND CHINA, VIETNAM, INDIA AND PAKISTAN:

For cancellations made after 5pm the day before the service start date, or where auditors are denied access or not allowed to perform the service as planned, the full cost of the originally planned service will be billed. 1. FOR ALL INSPECTION SERVICES OUTSIDE OF THE ABOVE AREAS:

For cancellations made less than 1 working day\* before the service start date (e.g., cancelled after 5pm Monday for Wednesday’s service), or where auditors are denied access or not allowed to perform the service as planned, the full cost of the originally planned service will be billed.  1. For cancelled services, in some cases there are travel expenses such as flight or train tickets that have already been incurred by InTouch. If these expenses cannot be refunded, the cost or cancellation fee incurred by InTouch will be billed to the client.
2. All factory audit services (Supplier Review, Social Compliance, C-TPAT, etc.) require 5 working days of notice for scheduling purposes. Cancellation conditions apply as above.
3. All booking requests are subject to InTouch availability.
4. The required percentage of goods completed and in final packaging for inspection is generally specified in the QC Checklist. In any case where it is unspecified, the requirement will be considered 100%. Any exception to this policy must be clearly communicated by the client.
5. We STRONGLY URGE that all SKUs are stored neatly and together in the warehouse to allow for easy access, counting, and sample drawing. If you are a vendor, please advise your factories of this.
6. A fee of $45 per auditor per hour applies to abnormal delays resulting from the supplier’s actions or inaction, or from circumstances that InTouch was not informed of in advance (e.g. refusal on the part of the supplier to cooperate with the service process, goods located in separate locations, non-availability of supplier representatives, requests for auditors to wait or perform services later than planned, etc.). Additional travel expenses may also be incurred and billed as a result of delays.
7. Services on weekends and Chinese Public Holidays are subject to additional charges as such: Saturday (1.2 X actual man-day count), Sunday (1.5 X actual man-day count), Public Holiday (2.0 X actual man-day count).
8. Force Majeure - In the event of an “Act of God” in which InTouch cannot undertake the booked service but has already dispatched an employee and borne expenses, the client will be billed those expenses incurred in full. InTouch will not charge the service fees for the missed service, and will re-schedule the service for the next available date.
9. According to InTouch company policy, no benefit of any kind shall be offered to any InTouch staff.
10. \*“Working day” refers to Monday – Friday, excluding all Chinese Public Holidays. Saturday is considered a working day solely for the purpose of receiving booking and cancellation requests for services in Mainland China only. **FOR ALL SERVICES OUTSIDE OF MAINLAND CHINA:** “Working day” refers to Monday through Friday, excluding all Chinese Public Holidays. Saturday is not considered a working day for scheduling purposes.
11. **FOR ALL SERVICES OUTSIDE OF MAINLAND CHINA:** Inspection reports are issued the working day following completion of the service. For example, a service completing on Friday will have the report issued the following Monday. For services conducted during Chinese public holidays, a $50 USD report issuing fee will apply if the report is required during the holiday. Otherwise, the report will be issued on the next Chinese business day.
12. **By submitting this booking form to InTouch, you confirm that all information entered into this form is accurate and that you understand the InTouch Booking Policy explained above.**
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