Factory Audit Application Form工厂审核申请表

**Applicant Details (Billing information )申请方信息 (付款方信息)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Company name:  公司名称 | |  | | |
| Address:  地址 | |  | | |
| Contact name:  联系人 | |  | | |
| Position:  职位 | |  | | |
| Tel. number:  电话号码 | |  | | |
| Fax number:  传真号码 | |  | | |
| E-mail address:  电子邮件 | |  | | |
| Contact number  合同号： |  | | Booking form number  申请单号 |  |

**Details of Factory to Be Audited审核工厂的资料**

|  |  |
| --- | --- |
| Factory name:  工厂名称 |  |
| Address:  地址 |  |
| Product:  产品 |  |
| If more than one location,please specity 若多于一处厂址请列明 |  |
| Number of staff:  员工人数 |  |
| Certification Award 所取得的证书 |  |
| Factory Area 工厂面积 |  |
| Had ever audited by other company 若曾经接受过其它机构的审核，请列明 |  |
| Name of contact:  联系人 |  |
| Position:  职位 |  |
| Tel. number:  电话号码 |  |
| Fax number:  传真号码 |  |
| E-mail address:  电子邮件 |  |

**Audit request审核需求**

|  |  |
| --- | --- |
| Audit standard:  审核标准 | ES/SA8000社会责任  FCCA质量体系 SCS反恐体系  RoHS Audit限制使用物质 Others |
| Audit type:  审核类型 | Initial audit  Follow-up audit  Annual audit  Others |
| Date audit required:  要求审核日期 |  |

**Quotation报价**

|  |  |  |  |
| --- | --- | --- | --- |
| Proposed date for audit:  建议审核日期 |  | | |
| Manday requirements:  审核所需人天数 |  | Manday rate:  每人天费用 |  |
| Audit fee:  审核费用 |  | | |
| Approximate cost of traveling:  额外的差旅费 |  | | |
| Name of contact:  联系人 |  | | |
| Tel. number:  电话号码 |  | | |
| Fax number:  传真号码 |  | | |

**Confirmation by Applicant申请方确认**

|  |  |
| --- | --- |
| Signature of authorization  授权审核签署 |  |
| Name and position:  名称和职位 |  |

**The Following Is Contract Review Only by BACL以下合同评审内容由倍科公司内部填写**

|  |  |
| --- | --- |
| Request by Sales Name  业务员： | Reviewed by Inspection Manager  验货部经理审核： |
| Confirmed by financial Department  财务确认： | Approved by Contract Reviewer:  合同评审批准： |

**Special Notes 特别说明:**

1. **Quotation will be sent via email to Applicant within 3 business days after audit application is received.**

报价会在审核申请收到后的三个工作日内将电子邮件发给申请方。

1. **The quotation is valid for acceptance within 10 business days from the date of quotation issued.**

报价开出后于10个工作日内有效，请及时确认。

1. **If formal notice of cancellation or rescheduling of an on-site audit is requested by Applicant, the fee charges will be according to the following:**如果申请方正式提出取消审核，或更改审核日期，收费如下：

**。If more than 3 business days & within 5 business days, 50% of quoted charge and travel expenses incurred**

如果3-5个工作日内,收取 50%审核费及实际产生的差旅费

**。If Within 48 hours (two business days) Full Charge and travel expenses incurred。**

如果2个工作日内全额及实际产生的差旅费

**。If Access Denied Full Charge and travel expenses incurred**

如果当天工厂拒绝审核，全额及实际产生的差旅费

1. **Prevailing interpretation of clauses should be from BACL**

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