



INTERNATIONAL TESTING CENTRE, FDDI
TEST REQUEST FORM

Customer Information			Invoicing Information	
Date of Order:				
Company Name:			Company Name:	
Address:			Address:	
Contact person:			GST No.:	
Phone No.:			Contact Person:	
E-mail:			Phone (Accounts)	
			E-mail (Accounts)	
Mode of Sample Collection	<input type="checkbox"/> Direct		<input type="checkbox"/> Courier	<input type="checkbox"/> Others
SAMPLE DESCRIPTION				
Article/Style Name:			P.O/Style No.:	
Sample Description:			Colour:	
Buyer:			Destination:	
TESTS REQUIRED				
Sl.	Type of Sample	Qty	Test Required	Test Method IS/ ISO/ SATRA/ Others
1				
2				
3				
4				
5				
CUSTOMER'S SIGNATURE				
Date of reporting:			Mode of Reporting: By courier / personnel / E-mail	
FOR OFFICE USE ONLY				
Job No.:				
Date of Entry:				Time:
Code of Testing Personnel:				

SIGNATURE OF FDDI REPRESENTATIVE

Communication with customer-

Note:

- a) Testing time is about 5-7 days in normal case depending on type of test.
- b) The urgent tests are done on TOP MOST PRIORITY of samples. The time required will depend on the type of test. The charges for "URGENT TEST" will be 50 % over the normal charges.
- c) The test result relate only to the samples submitted by the customer for testing.
- d) The report must not be reproduced except in full, without approval of FDDI.
- e) The report is issued without legal responsibility.

Reviewed for:

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| 1. Test methods are adequately defined, document and understood. | Yes/No |
| 2. The laboratory has the capability and resources to meet the requirements. | Yes/No |
| 3. Appropriate test method as per NABL accreditation is selected & capable of meeting the customer requirements. | Yes/No |
| 4. Application of decision rule required. | Yes/No |
| 5. External provider services used. | Yes/No |