

Inspection Booking Form



December 2011

Independent Verification Services | www.ivsltd.co.nz

Title

First Name

Surname

Company Name

Type of Business

Mailing Address

Post Code

Contact Numbers

Mobile Phone No.

Office Phone No.

Email Address

New Customer to IVS

Y / N

Country of Origin

Ship Arrival Date

Ship Name

No. of vehicles for Inspection

Inspection Site

Port of Arrival

Payment Method – tick one (complete additional details if paying by credit card)

Internet Banking: 03-0306-0628482-00 (Westpac Bank Ltd)

Registered Account with IVS

Credit Card: Name on Card.....

Card Number.....

Expiry dateSecurity Ref.....

Terms of Trade

Our standard terms of trade apply and are available to view online at www.ivsltd.co.nz. Payment may be made by credit card (or invoice/internet banking by prior arrangement). Payment must be received prior to inspection unless account arrangements have been processed.

INFORMATION PROCESS :

- Clients are required to provide IVS with full details of when and where the vehicle inspection is required.
- IVS will provide a spreadsheet template for clients who require a large number of inspections to be carried out per booking.
- IVS will provide the client with a copy of the inspectors report via email on request.
- IVS will upload the data collected during the vehicle inspection to NZTA's Transport Registry Centre, which is then recorded on the LANDATA database.
- Do not remove the damage-flag sticker or repair the vehicle until it has been inspected by either an entry certification agent or a repair certifier.

PAYMENT :

- Payment is required prior to confirmation of booking the vehicle for inspection. Should your business require vehicle inspections on a regular basis, an account can be arranged by completing a Registration Application form, which can be requested through inspections@ivsltd.co.nz.
- Your tax invoice will be sent to you to confirm booking.
- Payment can be made by credit card or direct credit:
- Direct credit – Payable to Independent Verification Services Ltd (Westpac Bank Ltd) 03-0306-0628482-00
- Credit Card – please phone our office with your credit card details and your payment will be processed prior to inspection. We accept Visa and MasterCard.
- Please quote your invoice number at the time of payment. If you book a vehicle inspection within one week of the date required, your immediate payment is requested.

CANCELLATION POLICY :

Please be aware that set up and booking of the Inspectors, preparations and administration protocols have been put in place on the understanding that your vehicle will be inspected as agreed. Acceptance is confirmed by receipt of this confirmation letter. IVS has a cancellation policy or no show policy as below:

| | |
|---------------------------------|-------------|
| 48+ hours prior to inspection | 100% refund |
| 24-28 hours prior to inspection | 50% refund |
| 12-24 hours prior to inspection | 25% refund |

Alternatively, you may choose to rebook

Should you not require your inspection as booked and fail to notify IVS we offer no refund and payment in full will be pursued.

"If at any stage our service delivery fails to meet your expectations, please contact me directly" Peter Webb, Chief Executive, m 021 441 146