**IMPORTANT NOTES: PLEASE TYPE OR PRINT IN BLOCK LETTERS AND USE ONE BOOKING FORM PER INSPECTION**

**ALL BOOKING FORMS ARE ONLY EXCEPTED BY LABTECH IF THE BOOKING FORMS ARE SENT AS PDF-FILE**

|  |  |  |  |
| --- | --- | --- | --- |
| **To:** | **Labtech Ltd.** | **Inspection No.:** |  |
| **Applicant Company Name:** |  | **Customs HS-Code:** |  |
| **Full Address:** |  |
| **Contact Person:** |  | **Tel.:** |  |
| **E-Mail:** |  | **Fax:** |  |
|  |
| **Retailer/Buyer Company Name:** |  |
| **Full Address:** |  |
| **Contact Person:** |  | **Tel:** |  |
| **E-Mail:** |  | **Fax:** |  |
|  |
| **Type of Service** | **Previous Report No.** *(only repetition of sample picking/inspection)* |  |
| **Loading Check?** | **Yes** **[ ]  No** **[ ]**  | **If “yes” countries for loading check:**  |  |
| **Moisture Check?** | **Yes [ ]  No [ ]**  | **If “yes” Moisture Requirement:** | Requirement with item name. |
|  |
| **Order Details:** |  |
| **Product Description:** |  |
| **Item/ Style No. + color:** |  | **Shipping date:** |  |
| **Order details**(mark with a cross + fill in order no. and quantity) | **Country:****[ ]**Order Quantity**[ ]**Order Quantity**[ ]**Order Quantity**[ ]**Order Quantity**[ ]**Order Quantity**[ ]**Order Quantity**[ ]**Order Quantity**[ ]**Order Quantity**[ ]**Order Quantity |
| **Quality carton picking** | **[ ]** for  | **[ ]** for  |
| **Additional cartons***If “yes” amount of carton picking* | **[ ]** of  | **[ ]** of  |
|  |
| **Additional Amendments:**(*additional pickings or other comments for the inspector*) |  |
| **Factory/Company Name:** |  |
| **Full Address:** |  |
| **Contact Person:** |  | **Country:** |  |
| **E-Mail:** |  | **Tel:** |  |
| **Requested Inspection date:**  | Click or tap here to enter the date | **Fax:** |  |

**Remark**:

1. Inspection request shall be made at least 5 working days prior to the scheduled date of inspection.
2. Re-send this form to Labtech Ltd for any amendment cause delay in processing your booking.
3. Postponement or cancellation shall be made at least 1 working day in advance.
4. Make sure the goods are ready for inspection according to client`s requirement upon Labtech Ltd.

5. Also take care about the provided conditions for the inspection:

 -An inspection table; sufficient light, safe inspection area, sufficient manpower to assist the inspector,

 Otherwise, the inspection will be aborted, and you are required to absorb the abortive inspection fee of agreed.

 **Name / Authorized Signature / Company Chop**

 **Date:** Click or tap here to enter the date.

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| Labtech Ltd.Meem Tower (4th & 5th floor)Plot # 18, Road # 12.Sector 6, Uttara,Dhaka 1230, Bangladesh. | Managing Director:Thomas HülsmannDirector: Gerrit Berends | Bank details: A/C Name: Labtech Ltd. A/C Number: 1002-504775-001 Bank name: IFIC Bank Ltd.Swift: IFICBDDH002 | Bank address: IFIC Bank Ltd. Gulshan Branch, 109, Gulshan Avenue, Dhaka-1212 |