



BOOKING FORM – EXTERNAL TESTING & SERVICES

COMPANY DETAILS

Company Name: _____

Site Address: _____

CONTACT DETAILS

Contact Name: _____

Mobile: _____ Email: _____

JOB DETAILS

Preferred Date: _____ Technician: _____

Purchase Order Number: _____ Parking Details*: _____

Site Requirements: _____

Description of work (equipment types & quantity): _____

Select one: Automatically replace failed gear / Require authorisation to replace

Select one: Discard Failed Gear / Retain Failed Gear for Collection with Goods

SITE REQUIREMENTS

** If site requirements aren't met this may result in testing or services being rescheduled or delayed

- Technicians require a clean dry area on site to perform the job, with sufficient lighting
- Access to power may be required where Van access is not permissible
- Materials handling equipment is required for items over 30kgs. If the site is unable to supply, Standen's can arrange equipment at customers cost with prior notice
- STANDEN'S full Test Van is 7.2m, please advise if parking or access is not available for this vehicle

Email completed form to: testing@standens.co.nz

STANDEN'S USE ONLY: JOB CHECKLIST

Booking received by: _____ Date of booking: _____

Job start time: _____ Job finish time: _____

Lead time advised	<input type="checkbox"/>	_____	Client date confirmed	<input type="checkbox"/>	By: _____
Loaded to Core	<input type="checkbox"/>	_____	Equipment booked	<input type="checkbox"/>	By: _____
Technician allocated	<input type="checkbox"/>	_____	Sales order raised	<input type="checkbox"/>	#: _____
Paperwork amended	<input type="checkbox"/>	_____	Certificate completed	<input type="checkbox"/>	Date: _____