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| **2013로고GIF.gif** | **Booking form** | logo |
| **Booking no.** |  | **Previous booking no(If re-booking)** |  |

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| **1. Location** |  | **2. Service type** |  | **3. Inspection type** |  |
| **4. Applicant information** |
| **Company name:** |  | **Representative:** |  |
| **Address:** |  |
| **Contact person:**  |  | **Email:** |  |
| **Tel:** |  | **C.P:** |  | **Fax:** |  |
| **Buyer name:** |  |
| **Report sent to:** | [ ]  Applicant [ ]  Buyer [ ]  Factory | **CC to:** |  |
| **Invoice sent to:** | [ ]  Applicant [ ]  Buyer [ ]  Factory | **Email:** |  |

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| **5. Factory information** |
| **Factory name:** |  |
| **Address:** |  |
| **Contact person:**  |  | **Email:** |  |
| **Tel:** |  | **C.P:** |  | **Fax:** |  |
| **Desired inspection date:** | **Y** | **M** | **D** |

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| **6. Product details** |
| **PO no.** | **Brand** | **Style no.** | **Item** | **Order quantity** |
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| **6-1. Product description** |
| **Specify color and size etc** |
| **\*If fabric inspection, the information for fabric description, cuttable width and** **weight (grm) should be filled out**  |
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| **7. Inspection requirements**  |
| **Inspection standard** |  | **AQL** | **Critical** | 0.0 | **Major** |  | **Minor** |  |
| **Inspection level** |  | **Limit defect rate (%)** |  |
| **Fabric Inspection -Defect point system** |  |

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| **8. Special Requirement** |
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| **Booking form sent to:** |  | **Email:** |  | **Tel/Fax:** |  |

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| --- | --- | --- | --- | --- |
| **Booking date:** | **Y** | **M** | **D** |  |

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| [KOTITI service procedure and condition] |
| **1. Booking lead time** | **1.1 Booking request should be made 7 days before desired inspection date (At least before 3-4 days)** |
| **2. Performing service** | **2.1 The entire quantity of products will be regarded as disqualification and RMB 1,000 in China, $160 in South-East Asia or 350,000\ in Korea will be charged to the applicant in case that inspection could not be performed due to underproduction or poor ready status at the time when inspector arrives at factory.** **2.2 For major defects which found during inspection, they should be not mended in the same day. Booking of the re-inspection for the found major defects should be requested by formal booking procedure as well.** |
| **3. Completing inspection** | **3.1 After explaining inspected quantity and defect types and the quantity to the factory representative, inspector will obtain representative’s signature on the report confirming that there is no disagreement for the inspection result**  |
| **4. Billing** | **4.1 Inspection charge will be applied to actual inspection quantity, not the quantity requested by client.****4.2 Transportation fee will be charged at actual cost****4.3 In case of accommodation will be needed due to over one day for an inspection or over 4 hours for travel time(round trip) will take, accommodation expense will be added in actual cost****4.4 200% charge at normal inspection charge will be applied when inspection will be requested on Sunday or Holidays****4.5 Confirming a booking request can be hold until any outstanding payment will be settled****\* But, for the 4.1 article, billing standard can be changed according to contract.** |
| **5. Claim** | **5.1 If any claim occurs due to defects found before sales or after sales, applicant needs inform KOTITI so that KOTITI find and analyze the cause. (In this case, the found defect can’t be mended till finding and analyzing the cause)** **5.2 If the cause for the defect is due to careless by KOTITI inspection, KOTITI will cooperate for the re-inspection or any required action under contract and the inspection charge for the applicable item will be deducted from next inspection charge. (Sampling inspection is not subject to this article)** |

**To the procedure and condition above is confirmed. Applicant:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**