

Additional Request Form

Name/Company :

Address :

Telephone : email :

Sample No : Name/Code of Sample :

1. <input type="checkbox"/>	Request to amend a test report ⁽¹⁾	Details in the service request form	To be amended as
	1.1 Amendment of Name/Code of Sample		
	1.2 Amendment of Name and Address (Please attach documents) <input type="checkbox"/> Customer <input type="checkbox"/> Manufacturer		
	1.3 Test items (Please specify)	<input type="checkbox"/> Revise the test results <input type="checkbox"/> Add more test items <input type="checkbox"/> Cancel some test items	
Note : FQA LAB reserves the right to use the old sample for testing only			
2. <input type="checkbox"/>	Cancel Service Request : Reason		
3. <input type="checkbox"/>	Request a true copy of the test report (Fee 200 baht/issue)		
4. <input type="checkbox"/>	Request additional test reports ⁽²⁾	<input type="checkbox"/> Thai	<input type="checkbox"/> English
	Customer Name and Address :		
	Manufacturer Name and Address :		
5. <input type="checkbox"/>	Request to Calculate more Nutrition labeling ⁽³⁾		
6. <input type="checkbox"/>	Request a Replacement Report ⁽⁴⁾	<input type="checkbox"/> Thai	<input type="checkbox"/> English
7. <input type="checkbox"/>	Request a true copy of the receipt (Fee 100 baht/issue) (Must attach an original police notice specifying the correct service request number and amount according to the lost copy)		
8. <input type="checkbox"/>	Others: please specify :		

Remark : A test report that can be requested a copy of its amendment/addition/replacement must be issued within 1 year according to the issue date in the report.

⁽¹⁾ A request for a revised test report will proceed only in case of already issuing the report and must return the original one as an attachment. (Fee 200 baht/issue)

⁽²⁾ A request for an additional test report will proceed only in case of never issuing the report in the requested language. (Thai report 200 baht/issue, English report 500 baht/issue)

⁽³⁾ A request to calculate Nutrition labeling (e.g.change serving size, change a container's quantity)(Fee 500 baht/issue)

⁽⁴⁾ A request of a replacement test report will proceed only in case the original one has lost. Customers must attach an original police notice specifying a service request number of the lost issue. (Thai report 200 baht/issue, English report and Nutrition labeling 500 baht/issue)

FQA LAB staff use Only

Fee : Paid Receipt : Cash Transfer Cheque Overdue

Other details :

Customer :	Staff :	Quality Manager :
Date :	Date :	Date :