

System Commissioning or inspection of REF TEK products must be scheduled in advance.

To ensure all necessary documentation is complete prior to the required inspection or occupancy permit date, complete this form and return to sales@reftek.com. Requests must be made a minimum of 30 days before the requested site visit date.

Reftek Systems Inc. will attempt to schedule during the requested 14 day window but no guarantee can be made that the requested date will be the actual date of commissioning/inspection.

ONSITE VISIT TYPE	SITE ADDRESS	INSTALLATION / COMMISSIONING DEADLINE	REQUESTED SITE VISIT: PROVIDE 14 DAY RANGE <small>*Must be > 30 days in future</small>
<input type="checkbox"/> System Commissioning <input type="checkbox"/> First Annual Inspection <input type="checkbox"/> Annual Inspection			

CONTACT INFORMATION

Authorizing Contact Name _____

Authorizing Contact Phone _____

Authorizing Contact Email _____

Onsite Contact Name _____

Onsite Contact Phone _____

Onsite Contact Email _____

FINANCIAL ARRANGEMENTS

Billing Address _____

Requested Payment Arrangement
Inspection and commissioning reports will not be released until payment has been received.

Credit Card (VISA, MC)
 Purchase Order, # _____
 Contract Number, # _____

Yes
 Require updated quotation. Old ref # _____
 No

Quotation required? _____

REQUIRED ONSITE DOCUMENTATION

List all documents which are required to be in order prior to Reftek Systems Inc. employee entering the job site.

Certificate of Insurance, requirements attached
 Other: _____ Contact: _____
 Other: _____ Contact: _____
 Other: _____ Contact: _____
 Other: _____ Contact: _____
 Other: _____ Contact: _____

AUTHORIZATION

Name: _____ Date: _____

Signature: _____