



Work Request Form

Please indicate which services you require:

- | | |
|---|---|
| <input type="checkbox"/> Test and Tag portable appliances | <input type="checkbox"/> RCD Testing – Switchboard RCDs |
| <input type="checkbox"/> Minor repairs/replacements | <input type="checkbox"/> Thermal imaging of switchboards |
| <input type="checkbox"/> On-site repair of appliances / tools | <input type="checkbox"/> Plug replacement (Overseas appliance conversion) |
| <input type="checkbox"/> RCD Testing – Portable RCDs | <input type="checkbox"/> Other _____ |

Which best describes your workplace:

- | | |
|---|---|
| <input type="checkbox"/> Construction Site | <input type="checkbox"/> Educational facility |
| <input type="checkbox"/> Factory / Warehouse / Workshop | <input type="checkbox"/> Film, TV, theatre or events site |
| <input type="checkbox"/> Office | <input type="checkbox"/> Other _____ |

As a guide for estimating the number of items for inspection:

- In an office - multiply the number of computers by 10 to give the approximate number of items (this estimate allows for kitchenette appliances, photocopiers etc)
- For all workplaces, you can count the number of appliances and leads – but please remember to count all extension leads, powerboards, IEC leads (computer leads), and power adaptors separately.
- Remember to include equipment such as vacuum cleaners and hand dryers
- Remember to include surplus equipment, such as spare computers, leads and powerboards.
- Each computer workstation generally includes approximately 6 separate items.

Approximately how many items will SEAT be inspecting? _____
(Include extension leads, IEC leads, powerboards etc)

If this is an office, how many computers will SEAT be inspecting? _____

Will SEAT be inspecting your appliances during your business hours? **Yes/No**

Would you like us to make minor repairs as we inspect? **Yes/No**
(Eg: Replace plugs, socket, cord sets)

Do you require all plug-in electrical items on-site to be inspected? **Yes/No**

If "No", please list any exclusions:



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Computers requiring electrical testing must be shut down for about 3 minutes each. Can your PCs be shut down during our visit? **Please select one:**

- Yes, we will advise all staff to shut down computers for electrical testing and visual inspection.
- Please provide only thorough visual inspection and logging of computers. Shutting down computers is not possible.

Customer Details

Business Name: _____

Street Address: _____

Phone: _____

Fax: _____

On-site Contact Details

Contact Name: _____

Contact Phone: _____

Email Address: _____

Billing Details

Accounts Contact: _____

Accounts Phone: _____

Accounts Email: _____

Postal Address: _____



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Preferred Payment method:

(Please tick one)

- CHEQUE SEAT ACCOUNT (Approved customers only)
 VISA MASTERCARD

Cardholder's Name _____

Card Number

/ Expiry Date

Security Code

Cardholder's Signature _____

SEAT account number: _____

- Payment terms for non-account customers are C.O.D
- Payment terms for approved account customers are strictly 30 Days Nett, unless otherwise agreed in writing.

Agreement and Payment

I request the services of Sydney Electrical Appliance Testing. I agree to SEAT's General Terms and Conditions (Attached). I understand that SEAT requires full access to all appliances which are to be inspected, and will make our staff aware of SEAT's visit, and the need for technicians to access all appliances and computers.

Name of authorised person: _____

Position: _____

Date: _____

Please return by fax to (02) 9086 9162