



輝創工程有限公司
Sun Creation Engineering Limited



Calibration and Testing Laboratory
c/o 4/F., Tsing Shan Wan Exchange Building,
1 Hing On Lane, Tuen Mun, N.T., Hong Kong
Tel. : 2927 2606, Fax : 2744 8986
E-mail : callab@suncreation.com Website : www.suncreation.com

Your Ref. : _____
Our Ref. : _____
Job No. : _____
Date : _____
Page No. : _____

Application for Calibration / Testing / Repair Services

I. Customer Information

Company Name :	_____		
Address :	_____		
Contact Person :	_____	Department :	_____
Tel. :	_____	Fax :	_____

II. Equipment Details

Item No.	Equipment / Manufacturer / Model / Serial No.	Cal. Interval / Previous Cert. No.	Qty	Service Options* (√ as appropriate)		Remark
				T	C	
				1. <input type="checkbox"/>	1. <input type="checkbox"/>	
				2. <input type="checkbox"/>	2. <input type="checkbox"/>	
				1. <input type="checkbox"/>	1. <input type="checkbox"/>	
				2. <input type="checkbox"/>	2. <input type="checkbox"/>	
				1. <input type="checkbox"/>	1. <input type="checkbox"/>	
				2. <input type="checkbox"/>	2. <input type="checkbox"/>	
				1. <input type="checkbox"/>	1. <input type="checkbox"/>	
				2. <input type="checkbox"/>	2. <input type="checkbox"/>	
				1. <input type="checkbox"/>	1. <input type="checkbox"/>	
				2. <input type="checkbox"/>	2. <input type="checkbox"/>	
				1. <input type="checkbox"/>	1. <input type="checkbox"/>	
				2. <input type="checkbox"/>	2. <input type="checkbox"/>	

*** Service Options :**

- T (Turnaround Time Options) : 1. Standard (7 working days, standard charge)
2. Express (5 working days, standard charge plus 30%)
C (Calibration/Testing Points) : 1. Decided by customer (please specify)
2. Decided by laboratory

**Notes: 1. Please complete and return this application form by fax (2744 8986).
2. Please also refer to our terms and conditions in the attached Annex.**

Hong Kong Accreditation Service (HKAS) has accredited this laboratory under Hong Kong Laboratory Accreditation Scheme (HOKLAS) for specific laboratory activities as listed in the HOKLAS directory of accredited laboratories.



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Annex

PROVISION OF CALIBRATION, TESTING AND REPAIR SERVICES

TERMS AND CONDITIONS

1. Customer needs to present the concerned document (such as quotation) & Company chop when collecting the said equipment.
2. The manual (English or Chinese) and accessories (if any) should also be submitted for calibration.
3. Extra charge will be added if calibration is performed on-site.
4. All calibration / test points & procedures are to be decided by Sun Creation Engineering (SCE) unless specified.
5. The charge on quotation for calibration / testing is for the calibration / test points to be determined by our laboratory, otherwise the charge may vary.
6. A Calibration / Test Certificate with calibration / test readings stating that our calibrators used are traceable to National Standard will be issued.
7. The standard calibration / testing lead time is 7 working days.
8. If adjustment during calibration is required, the above charge may be increased (upto 50%).
9. SCE shall not be liable for any loss or damage resulting from the use of the equipment.
10. SCE shall not be liable for the damage of the said equipment due to situations such as fire, theft which are beyond SCE control.
11. Our Laboratory shall not be liable for any fault or damage however caused to the customer's equipment while in transit to or from or in the custody of the Laboratory unless the fault or damage was caused by the Laboratory intentionally or recklessly.
12. Customer is responsible for data backup before the equipment is sent for repair, SCE is not liable to any consequential damages caused by data loss during inspection and / or repair process.
13. If a fault is found during calibration, we may provide repair service at your request. Detail of repair charge and turn-around time will be quoted upon inspection of the faulty equipment. An inspection fee will be charged if the quotation of repair is declined by you.
14. SCE reserves the right to dispose of the said equipment not collected within 60 days.
15. Warranty is 1 month after the date of repair (Labour only) & only applied to the specific fault.

VALIDITY OF QUOTATION

1. Calibration is 60 days.
2. Repair is 30 days.

PAYMENT

1. Sun Creation Engineering Limited shall only accept cash, cashier order or company cheque for delivery on COD items.
2. Cheque should be made payable to "Sun Creation Engineering Limited" and CROSSED.

OFFICE HOURS

Monday to Friday : 8:30 a.m. to 6:00 p.m.
Saturday : 9:00 a.m. to 1:00 p.m.
Sunday and Public Holiday : OFF

INQUIRY

Ms Pamela Wong / Mr K K Wong Tel. : 2927 2606, Fax : 2744 8986