

## Company Directors:

### Shaheed Areff

Director: Business Operations  
073 239 9624  
shaheed@essholdings.co.za

### Stephan Roets

Director: Business Management  
083 230 9879  
stephan@essholdings.co.za



## Service Request Form

Dear Client

Thank you for your interest in our services. Please complete the form and send it back to the person you received it from. We will endeavour to send you a Quotation / Proposal as soon as possible. Our mission is to provide Risk Solutions, so feel free to discuss the quotation / proposal with us if you are not entirely satisfied.

Please also take note of our Terms and Conditions below:

### Quote Acceptance / Approval

A valid purchase order, proof of payment or signed QUOTE is required as acceptance of the quote.

### Payment Terms

- Training - payment to be done before start date of training
- Audits - payment before the audit starts, else if arrangement is done, 50% deposit before audit and balance at end of month within which audit starts
- Software/other - payment on acceptance of quote (unless arrangement is done in writing)
- PPE is only ordered when fully paid.

**NOTE - Certificates and Final Reports will only be delivered once payment is received.**

### Cancellation Terms: Training

- No show without arrangement on service date - full payment of invoice required.
- Service cancelled in less than 2 days week prior to service start date - 50% fee.
- Service cancelled in less than 1 week prior to service start date - 25% fee.

### Cancellation Terms: Auditing and other services

- No show without arrangement on service date - 50% payment of invoice required.
- Service cancelled in less than 3 days prior to service start date - 25% fee.
- Service cancelled in less than 1 week prior to service start date - 10% fee plus costs
- Service cancelled more than 1 week prior to service start date - Penalty cost for cancelling travelling / accommodation, etc payable.

### Late payments:

We insure our Debtors through Credit Guarantee (Credit Guarantee Insurance Corporation of Africa Limited Authorised Financial Services Provider No. 17691). If payment is not done on or before due date, we will send a reminder letter where after Credit Guarantee legally takes over the collection of outstanding payments. We trust that you will respect our payment process and honour the payment terms and agreements to ensure we continue our healthy and productive business relationship.

Mr S Roets  
(Director: Business Management)



81 General Hertzog road,  
Vereeniging, Gauteng



[www.essholdings.co.za](http://www.essholdings.co.za)



086 999 0365

Service Request Form					
<b>Company Name:</b>					
Physical Address:					
VAT Registration No:			Company Reg No:		
<b>Systems currently in place?</b>	Safety ISO 45001	Environment ISO 14001	Quality ISO 9001	Other?	
<b>Industry Classification</b>	Mining: Underground	Mining: Surface	Food: Fresh	Food: Processed	
	Steel	Petrochemical	Construction	Power	
	Water works	Wood/paper	Automotive	Packaging	
	Other				
Service Requirements					
Basic/Integrated (ISO) Audit	Legal Compliance Audit (OHS Act)	Certification	GAP Analysis	PPE (Detail please)	Occupational Hygiene Survey
System verification (assistance)	Software (SHEQTool)	Incident Investigation	Risk Assessment	Training	Other: specify below
Do you have other sites (operational or offices) PLUS employee nr's			YES	NO	No of sites:
Head office (employee numbers)(contracted staff numbers)			Site name & location (employee no's)(contracted staff no's)		
Site name & location (employee no's)(contracted staff no's)			Site name & location (employee no's)(contracted staff no's)		
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Further detail regarding the service requirements, and more or less time when service is required?					
Contact Details					
<b>Director/Owner:</b>		Tel:	Email:		
<b>SHEQ Manager:</b>		Tel:	Email:		
<b>Training Manager:</b>		Tel:	Email:		
<b>Accounts:</b>		Tel:	Email:		





**If a Legal Register is required – complete this table please**

Estimated Annual Turnover (Rand)	
Do you extend Credit to Customers? (Y/N) And what terms?	

Hygiene Assessments			
Type of Assessment	Area / number / volume	Special requirement? Ex. Night/Day	Required? (x)
Noise NHLR (6)	Offices (10 offices, 200sm) Workshop (500sm)	Day and night	x
Light/illumination			
Thermal requirements			
Airflow			
Ergonomics at workstations			
Swabs (bathrooms, kitchen, etc) (extra lab costs will be charged)			
Legionella (water) monitoring/testing			
VOC – Volatile organic compound			



