

Certificate order form for schools

School Details	
School Name:	
Contact Person:	
Department:	
Postal address:	
Postal Suburb:	Postal City and Post code:
Contact phone number:	Contact email:

Certificate Fee and Delivery method	
<ul style="list-style-type: none"> ▶ Certificate orders take 7 - 10 working days to be processed. ▶ Fee is per certificate and includes GST. You will receive an emailed invoice to pay on. You can pay by online bank transfer or credit/debit card (only Visa or Mastercard are accepted). 	
Please note: Our courier provider cannot deliver to a PO Box, and not all standard post can be delivered to a business address.	
Printed Fees	
▶ \$17.25 incl GST NZD per certificate - standard post (not tracked)	
Purchase order number:	

Other school contact person and email for Invoice (if different from above).	
Contact Person:	Contact email:

How to apply for a certificate:

- ▶ Fill in this form.
- ▶ Attach the completed and signed ServiceIQ Attestation Letter(s) by the School Principal or Principal nominee.
- ▶ Send this form to ServiceIQ (see page 2 for details).

Terms and Conditions:

Please read the below Terms and Conditions carefully before you submit this order form.

- ▶ All certificates will be posted to the school.
- ▶ For security reasons, **DO NOT SEND CASH.**
- ▶ We are unable to accept **change-of-mind** requests once your payment has been received or processed. Please ensure you would like a certificate copy before you make your purchase. Certificate fees are subject to change.

Complete the below table with the following details:

▶ Enter the students full name

Send this form to one of the following:

by **EMAIL** to:

intel@serviceiq.org.nz

Attn: Customer Support Team

Subject: Certificate Request – School Name

by **POST** to:

Attn: Customer Support Team

ServiceIQ, PO Box 25522,

Wellington 6140

by **COURIER** to:

Attn: Customer Support Team

ServiceIQ, Level 2, 15 Walter Street,

Te Aro, Wellington 6011

Students full name

Students full name