

1 Certificate cover sheet template for schools

Details

Name of school:

Contact person:

Department:

Postal address for certificate(s) and invoice to be sent to:

Postal address for invoice to be sent to if different from above:

Contact phone number:

Email address:

Date:

/ /

Payment

There is a cost of **\$17.25 (incl GST)** per certificate.

There is **no charge** if original Certificate of Achievement (CoA) forms are being used.

Unless stated, all unit standards for a student will be included on the same certificate.

The school will receive an Invoice from ServiceIQ – payment options are:

- ▶ Credit/Debit card
- ▶ Online Banking
- ▶ Cheque payable to: ServiceIQ

Order number (for reference):

Terms and conditions

- ▶ Completed and signed ServiceIQ Attestation Letter(s) by the School Principal or Principal nominee
- ▶ Include ServiceIQ Reporting forms for the students – these are located at the back of your student's Workbook/ Assessment.
- ▶ A typed list of your students **Full Names** to ensure spelling is correct on the certificate(s) – refer to form 2 and 3.
- ▶ We can fit a maximum of six unit standards on each certificate.
- ▶ For security reasons, we cannot accept payment in cash.
- ▶ ServiceIQ do not send certificates to international destinations.
- ▶ Certificate orders are processed within four weeks.
- ▶ If you would like the certificate(s) to be sent to the individual student, you will need to ensure that you include a Residential/PO Box/Private Bag address that can receive standard post on their reporting form(s). We charge a \$9.20 (incl GST) courier and handling fee for non-postal deliveries to individuals. We will invoice this cost back to the School.

Please note: Our courier cannot deliver to PO Box/Private Bag numbers and standard post cannot deliver to all business addresses.

2 Certificate cover sheet template for schools

How to use form 2 and 3

- ▶ Enter the students' first name and last name (an example is given for your reference).
- ▶ Send this form to the either of the addresses stated below.

First name	Last name
Eg. John	Smith

Send certificate orders to: Customer Experience Team
Standard post: ServiceIQ, PO Box 25522, Featherston Street, Wellington 6146 or **Courier:** ServiceIQ, Level 14, Plimmer Towers, 2-6 Gilmer Terrace, Wellington 6011

3 Certificate cover sheet template for schools

First name	Last name
Eg. John	Smith

Send certificate orders to: Customer Experience Team
Standard post: ServiceIQ, PO Box 25522, Featherston Street, Wellington 6146 or **Courier:** ServiceIQ, Level 14, Plimmer Towers, 2-6 Gilmer Terrace, Wellington 6011