

1 Certificate order form for a school / training provider

Details

Name of organisation / school:

Contact person:

Department:

Postal address for certificate 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.

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

No cash please

Invoice: Yes No

Order number:

Alternatively a cheque may be made out to: **Service Skills Incorporated**

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

Terms and conditions

- ▶ Attach original reporting form(s) for each student.
- ▶ Include a copy of the students NZQA Record of Achievement.
- ▶ ServiceIQ issue certificates against what is listed on the students **NZQA Record of Achievement**, and issue the certificate(s) in the name as shown at NZQA. If the name has changed or varies from the students **NZQA Record of Achievement**, please attach supporting documentation (i.e. Marriage Certificate or Name Change document).
- ▶ If the unit standards listed are not on the students NZQA Record of Achievement, we will be unable to complete the request.
- ▶ 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.
- ▶ All certificate requests take four weeks to process.
- ▶ 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/Training Provider.

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

