1 Certificate order form for schools

ServiceIQ

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.

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

- Credit/Debit card
- Online Banking

Order number (for reference):

Terms and conditions

- Completed and signed ServiceIQ Attestation Letter(s) by the School Principal or Principal nominee
- 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.

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How to use forms 2 and 3

- Enter the students' first name and last name (an example is given for your reference).
- **Send this certificate order form to ONE of the following:**

by **Email** to:
intel@serviceiq.org.nz
Attn: Customer Experience Team

by **Post** to:
Attn: Customer Experience Team
ServiceIQ, PO Box 25522, Wellington 6140

by **Courier** to:
Attn: Customer Experience Team
ServiceIQ, Level 14, Plimmer Towers, 2-6 Gilmer Terrace, Wellington 6011

First name	Last name
Eg. John	Smith

3 Certificate order form for schools

Service IQ

First name	Last name