

## Certificate order form for schools

School Details	
School Name:	
Contact person:	
Department:	
Postal address:	
Postal suburb:	Postal city and postcode:
Contact phone number:	Contact email:

Certificate Fee and Delivery method
<ul style="list-style-type: none"> <li>▶ Certificate orders take <b>7– 10 working days</b> to be processed.</li> <li>▶ Fee is per certificate and includes GST. You will receive an emailed invoice to pay. You can pay by online bank transfer or credit/debit card (only Visa or Mastercard are accepted).</li> </ul>
<p><b>Please note:</b> Our courier provider cannot deliver to a PO Box, and not all standard post can be delivered to a business address.</p>
<p>Printed Fees</p> <ul style="list-style-type: none"> <li>▶ \$18.40 incl GST NZD per certificate – standard post (not tracked)</li> </ul>
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](mailto: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

