

ORDER OF SERVICES:

IDENTIFICATION DATA (necessary data for invoicing and draft contract):

Product name:.....

Type designation:.....

Sponsor:
(business name and address)

Manufacturer: *.....
(business name and address)

Place of specimens production:.....
(business name and address)

Statutory representative: Company ID No.:..... VAT Reg. No.:.....

Bank: Bank account No.(IBAN):..... SWIFT:.....

Contact person: e-mail: Phone: Mobil: Fax:

** do not fill if it is identical with sponsor's business name and address*

ORDERED SERVICES:

Ordinal number *	Test method	Class of product usage / expected result **

* fill in it only in case you insist on the specific order of the tests carried out on a specific specimen
 ** e.g.: number of the opening/closing cycles, fire resistance, usage class for mechanical/physical tests

INFORMATIONS ABOUT TESTS / CLASSIFICATION PURPOSES:

Would you like us to carry out selection of specimens for you? *yes / no*
(selection of the representative specimens based on rules of direct/extended application)

Would you like us to carry out sampling of specimens for you? *yes / no*
(according to CPR, in case of system 1 the sampling of specimens shall be carried out by the notified body)

Test / classification purpose*:

- certification of product in FIRES, s.r.o.
- certification of product in other organization, certification is under way of certification body of**:.....
- classification of product in FIRES, s.r.o.
- classification of product in other organization **:
- acquirement of information for product development

- harmonized standard related to product (eventually national product standard):

** please mark all possibilities which are relative to you*
*** please give the name of organization and within limits a contact person too*

FURTHER REQUIREMENTS (fill it only in case, if you have a special requirements, e.g. schedules, measuring above standard range, etc.):

Date: Name, surname: Signature:

APPENDICES OF ORDER

1. DRAWINGS SHOULD INCLUDE:

- overall views (comprising overall dimensions of samples as well as indication of any cross-section depicted)
- cross-sections detailed enough to provide information about constructional details of the sample (framework, thermal insulation, fixation of paneling, sealing tapes, way of locking of leaves, anchoring points etc.)
- piece list containing detailed information about materials used (type, dimensions, manufacturer, density, other parameters as appropriate). This concerns hinges, locks, and any other hardware as well
- way of the product installation in the building and required way of the product installation in the test frame
- certificates, technical approvals, declaration of the producer as well as another documentation as for individual components of product – this kind of documentation is not compulsory, its delivering is put on the sponsor's / manufacture's decisions.

! Detailed identification of the tested / classified product is inevitable for issue of the test / classification report.

Conformity of the drawings (and any documentation) with delivered test specimen is verified before a test and also after it. The differences found are put down in the test report. Because of this reason, it is necessary to deliver your detailed documentation a couple days before the test. If we are not able to inspect samples against documentation we reserve the right to deny carrying out the tests at scheduled dates, or issue test reports without accreditation designation.

If you are interested in the assistance of FIRES s.r.o.'s staff for the specimen selection to provide that required area of the product usage will be covered by the least number of tests, you will be supposed to deliver us the complete documentation (all product variants).

2. TECHNICAL REPORT:

- describing a design of a product and its variants (including dimensional variants). Drawings of the test specimen should include only dimensions + design of the test specimen.
- brief describing manufacturing technology, if relates to preparation of the test specimen
- special ways of connecting individual parts
- containing technological breaks during preparing samples (curing, drying etc.)
- assembling process of product installation in the building.

3. FIELD OF PRODUCT APPLICATION (necessary only for classification)

- required field of product application according to standards on the basis of which we shall carry out the product classification, or product availability / applicability for usage in the building / construction according to the basic requirements (Act No. 133/2013 Coll. on construction products and amending and supplementing certain acts as amended)