



Form 1A - Inspection Confirmation Form

Please duly fill the details in the below form.

Factory Contact Details

		In English	In Chinese
Factory Name			
Factory Contact Person	Name		
	Email		
	Phone		
	Mobile		
Inspection Location	Address	Door No	
		Street	
	Landmark		
	City		
	State/Province		
	Country		

Inspection Details

Inspection Date	
PO #	
Style #	
Product Description	
Inspection Type	
Order quantity	
Offered Quantity	



Notes & Inspection Booking Requirements

1. All Inspection Request form needs to be send minimum 3 Working days in advance by Factory to RSJ.
2. If there is a change, Please notify us in Written via email not later than 2 working days Prior to Inspection day. A Cancellation Fee of one man day charge will be applicable if (1) Notice of change reaches RSJ too late not before 2 working days (2) Inspection is Cancelled on QC date due to goods not Ready for the required Percentage or other causes from the Manufacturer. 3) The inspector has left for the inspection trip already.
3. All Styles / Item has to be ready as per the required percentage of Client procedure & offered for Inspection before 9:30 am to our Inspector on Inspection date.
4. Approval sample and Specs: Please provide RSJ Inspector a Sealer of Client's Approved sample, Color swatches, Size Specs (Sizing, Tolerances, diagram & measurement methods), Labeling, Packaging, Carton Marking & Packing list at the time & place of Inspection
5. Place of inspection: The Inspection is required to take place in a clean, well-lit area. Please provide the RSJ Inspector the below to conduct Inspection efficiently.
 - Proper Inspection Table
 - Well equipped Light
 - Required labor to assist for carton opening & re-packing
6. All details / information collected during the Inspection will be kept highly Confidential by RSJ
7. If Client requires Shipment samples or defective samples to be collected, our Inspector will draw some samples from factory, Please allow for same.
8. Carton Arrangement Requirement: Please kindly arrange your finished cartons according to the below picture, so that we can carry out the inspection more efficiently and more quickly.

Carton Arrangement Requirements

