



Global Electrical Laboratory

TEST REQUISITION FORM


Customer's Information:

1.	Name of Customer	
2.	Customer GSTIN	
3.	Address of Customer	
4.	Contact Person's Name & Designation	
5.	Contact Person's phone number and E-mail Address	
6.	Name of Organization (To be reported in Test report, if different from point 1)	
7.	Address of Organization (To be reported in Test report, if different from point 2)	

Terms & Conditions:

- 1) GEL will not be responsible if a test has to be postponed because of non-availability of power, malfunctioning of the equipment etc.
- 2) In case of any dispute, the decision of the Director, GEL is final & is subject to Vadodara jurisdiction.
- 3) The samples are tested as per standard tests & GEL shall not be responsible for any other tests than tests are specified in the work order.
- 4) All possible care will be taken in handling the sample, but the risk of damages in transit or during testing rests with the client. GEL will not be responsible for any damage to the samples during loading, unloading, shifting and testing or due to acts of God like fire, accidents, storms, earthquakes etc.
- 5) It is presumed that GEL's terms & conditions are acceptable to the customer.

I agree terms & conditions

Signature  _____

Date _____

Name _____

----- For internal use only -----

1.	Sample Quantity enough for test	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2.	Physical Condition of Sample	<input type="checkbox"/> Good	<input type="checkbox"/> Damage
3.	Work Order Number and Date		

Signature _____

Name of GEL Representative _____



Sample Description:

Sr. No.	1	2
Bottle No or Sample Identification no.		
Test to be perform		
Transformer details		
Make		
Location or s/s		
Rating(MVA/KVA)		
Voltage Ratio		
Sr. no		
Tag No. (If any)		
Date of commissioning/mfg.		
Sampling details		
Sampling point (Top/ Bottom/ OLTC)		
Top oil Temperature (°C)		
Date of sampling		
Sample drawn by		
Historical details		
Any abnormality :		
Date of last maintenance		
Type of maintenance work (filtration, replacement, topping up etc)		
Previous test details (test report no.)		

Note: If Sample is more than 2, then copy Annex-1

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