



Institute for
Interlaboratory Studies

Overview of Costs for Consumer Products Proficiency Tests organized by Institute for Interlaboratory Studies (iis)

This overview of costs is valid for the Proficiency Tests organized in the period of January 2024 – December 2024

This overview of costs explains the costs of participating within our Consumer Product Proficiency Test program. The proficiency tests (PTs) are categorized under forbidden or suspect components in polymers, textiles (e.g. clothing, sleepwear), leather (e.g. footwear), dried paints, materials of toys, food contact materials, skin contact materials, personal care products (e.g. skin).

STANDARD COSTS

- **Participation fee.** The participation fee per proficiency test is given on the registration form(s). Please visit our general website <https://www.iisnl.com> for more information. The participation fee concerns: the registration of the PT(s), the preparation of the PT samples, the preparation of the Data Entry Portal, the evaluation of the PT test results, the preparation of the PT report, the preparation of the invoices and for all communication about the progress of registered proficiency test(s) via e-mail. The fee is based on a standardized process. Any request beyond this process will be considered per case. The extra requested workload will be charged as administration costs. For more details please see below the paragraph about additional costs.
- **Soft copy of the final PT report is included in the participation fee.** When the PT report is final all participants receive a PDF copy of the report by e-mail. On request a hard copy of the report can be ordered for €50 (exclusive packing and forwarding costs).
- **Dispatch costs.** The dispatch costs are a combination of packing and forwarding. The costs are €60 for packing and €60 for forwarding per dispatch. The samples will be sent by a courier only. When we use the courier account of a participant only packing costs will be charged.

OPTIONAL COSTS (please note it is your own choice to order a performance certificate)

- **Performance Certificate.** A performance certificate can be ordered per PT **but only prior** to the dispatch of the PT samples. The costs are €25 per certificate.

ADDITIONAL COSTS (costs for additional services at the request of a participant)

- **Forwarding hardcopy invoice(s) or other hardcopy documents (e.g. tax documents).** Hardcopy invoices or other hardcopy documents can be sent to an address. This will be done by a courier only to avoid loss of documents. The costs are €60 for packing and €60 for forwarding per dispatch. Upon request a hardcopy document could be sent together with the sample(s) of a registered PT for an additional packing fee of €25. The packing costs are in this case €85 per dispatch.
- **Crediting invoice.** A final invoice cannot be changed once the invoice is issued. However, for an additional fee of €60 per invoice the invoice can be credited and a new invoice with the changed details can be issued. No extra costs will be charged in case the final invoice contains an error caused by iis.
- **Signed and Stamped documents.** In case documents need a signature and stamp, additional administration costs will be charged. These additional costs vary with the size and terms of the document but €25 is the minimum charge. Please take note that all our services are only executed in accordance with the latest version of the General Terms and Conditions of SGS Nederland BV filed at the Court of Rotterdam.
- **Client Portals.** Requests to use client portals will be granted by high exception and considered per case. Extra costs shall be applicable (€25 minimum). Please, ask us for the possibilities.
- **Late Payment Fee.** Our standard Payment Term is 30 days NET. We can accept another Payment Term with charging a late payment fee of €30 when our standard Payment Term of 30 days NET is not accepted.
- **Invoicing Adjustment.** The full invoice amount must be received within the payment term. When we receive less than invoiced this will be compensated with future invoices.



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- **Third party costs.** These costs are charged by third parties such as governments or banks. Please note that these costs are not for the revenue for Institute for Interlaboratory Studies but are withheld charges by the government or bank transfers. For example:
 - **Bank Costs.** All bank costs should be paid by the participant. Split costs are not acceptable. When bank costs are deducted from the payment the missing amount will be compensated in next invoice as bank costs within a minimum of €60. Please consult your bank how to avoid these costs.
 - **Local Tax.** When regulatory Business Tax or Withholding Tax is deducted from the payment the missing amount will be compensated in next invoice as administration costs within a minimum of €50. Documents to reclaim retained Tax will not be accepted.

ADDITIONAL INFORMATION

- **Invoicing.** By default, one invoice per dispatch date will be prepared. The invoice will be sent by e-mail in full color pdf format. This pdf will yield an original invoice after printing on a color printer.
- **E-invoicing.** As mentioned above iis will only send pdf invoices. This means that we will not provide any other type of digital invoices (e.g. E-invoices).
- **Registration.** Please note that the sooner a participant registers for a proficiency test the better. Preferably register before the final registration date. Please be aware that for some PTs the number of samples could be limited (e.g. Specific or Overall Migration for food contact materials).
- **Cancellation.** Withdrawal from a PT is never a problem when it is done timely. We recommend notifying iis before the final registration date. We are compelled to charge costs for late cancellation because preparation of the PT has already started, see below table for these costs.

Withdrawal done	Costs charged for late cancellation *)
Before the final registration date	No costs will be charged
Between the final registration date and dispatch of a PT	50% of participation fee
After dispatch of a PT	Full amount of the order (participation and transport costs)

*) Force Majeure will be considered per case. However, budget reasons will not be accepted as Force Majeure for late cancellation.

- **Dispatch.** Where possible, sample dispatches will be combined to reduce transport costs. Sample transport is a matter of pushing by the sender and pulling by the recipient. Without the assistance of the recipient it is much more expensive or even impossible to deliver a sample. Therefore, the pro-active assistance of the receiving company (e.g. arranging import licenses prior to the sample dispatch date and providing correct delivery and/or clearance information, etc.) is of utmost importance. Please understand that iis cannot be held accountable for the late delivery of samples. **Therefore, all extra costs due to lack of or insufficient assistance in cases as mentioned above will be charged to the recipient!**
- **Delay in sample dispatch.** Please contact iis at nl.iis@sgs.com in case the samples are received late (even when received after the closure date for reporting). The PT samples are valuable and it would be a waste to be left unused. Depending on the circumstances, we will provide a solution to avoid an unnecessary loss of these samples.



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Summary of the costs when enrolled for a PT of iis

Standard costs	
Participation Fee	Please see registration form(s) at https://www.iisnl.com
Performance Certificate (optional)	€25 per certificate
Packing PT samples or Hard Copy documents	€60
Combined packing PT samples and Hard Copy documents	€85
Forwarding PT samples and/or Hard Copy documents	€60
Additional costs for additional services at the request of a participant	
Crediting invoices on request of the participant	€60 per invoice
Signed and Stamped documents	€25 minimum
Use of client portals	€25 minimum
Late Payment Fee, payment term > 30 days NET	€30
Additional costs for third parties	
Bank costs	€60 minimum
Local Tax; withholding tax	Percentage depending on local tax

All other administrative requirements that are not mentioned above will be considered per case.

Institute for Interlaboratory Studies (iis) is a registered trade name of SGS Nederland BV. Therefore, iis services are only executed under the general terms and conditions of SGS and all invoices will be provided with an SGS letterhead. The invoices will be sent by e-mail as a full color pdf.