



## Overview of Costs

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

**Institute for  
Interlaboratory Studies**

### STANDARD COSTS:

**Participation costs:** The participation fee per PT is given on the registration form(s); for other costs, see below.

#### **Dispatch costs:**

- **For Petroleum products:** *e.g. chemicals, fuels and gasses*  
Dispatch costs vary depending on destination, product type and sample quantity.
- **For Consumer products:** *e.g. plastics, textiles, leather, dried paint, food contact materials & cosmetics*  
The costs are €95 per dispatch. The samples will be sent by a DHL courier.  
If the customer has a DHL account, the customer's account may be used, in which case only €50 will be charged for packing, documents and extra handling.

### OPTIONAL COSTS:

**Performance Certificate:** When ordered during registration and before the dispatch date of a PT, certificates will be provided for €15 per certificate.

### ADDITIONAL COSTS (Only when customer requires extra services and/or extra documents):

#### **Certificate of Origin and/or Legalised Invoice:**

In some countries a Certificate of Origin (CoO) and/or a Legalised Invoice (LI) is needed for customs clearance. This can be arranged, but €110 per CoO and €50 per LI will be charged.

#### **Administration costs:**

- **Quotation:** An official quotation (with fixed prices) can be provided for an additional fee of €50 per quotation.
- **Crediting invoice:** Once a final invoice is issued, it cannot be changed. However, for an additional fee of €50 (per invoice) the invoice can be credited and a new invoice (with the changed details) can be prepared and issued. Only when the original invoice contains an error caused by iis, no extra costs will be charged.
- **Signed and stamped documents:** In case documents or contracts need to be signed, additional administrative costs will be charged. These additional contract costs vary with the size and terms of the contract (€50 minimum). It should also be noted that in case of a contract, 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.
- **Additional administrative efforts:** Several companies require extensive administrative efforts from our company (e.g. extra paperwork or to prepare extra copies of invoices). The costs involved may be significant. In such cases administration costs (€50 minimum) will be charged.
- **Client Portals:** Requests to use client portals will be granted by high exception and considered per case. Extra costs (€100 minimum) shall be applicable in case of using a customer portal.
- All other administrative requirements that are not mentioned above will be considered per case.

#### **Forwarding hardcopy documents:**

When your company requires any hardcopy documents (e.g. invoices, tax documents, contracts, etc.) to be sent to an address, this will be done by DHL courier only, to avoid loss of the documents. The costs are €95 per dispatch.

#### **Miscellaneous:**

- **Bank costs:** All bank costs should be paid by the customer. Split costs are not acceptable. When bank costs are deducted from the payment, the missing amount will be charged as costs on the next invoice but we will charge €50 as minimum.
- **Local taxes e.g. Business Tax or Withholding Tax:** When regulatory Business Tax or Withholding Tax (that is valid in some countries e.g. 5.6% for P.R. of China, 10% in India and 31% in Guatemala) is deducted from the payment, the costs per PT will be increased to cover the missing amount (€50 minimum). Documents to reclaim restrained Tax will not be accepted.
- **Loss of interest:** Extra costs (€25 minimum) shall be applicable when our standard Payment Terms of 30 days NET are not accepted.
- **Other:** The full invoice amount must be received within our payment term of 30 days NET. When this payment term is not accepted or when less payment is received than invoiced, this will be compensated on future invoices.
- All other cases that are not mentioned above will be considered per case.



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### Institute for Interlaboratory Studies

#### ADDITIONAL INFORMATION:

**Invoicing:** By default, one invoice per dispatch date will be prepared. The invoice will be sent by e-mail as full colour pdf. This pdf will yield an original invoice after printing on a colour printer.

**E-invoicing:** As mentioned above iis will only send pdf invoices. This means that we will not provide other type of digital invoices (e.g. E-invoices).

**Registration:** It is always possible to register for a PT (even after the scheduled dispatch date as noted on the registration form). However, the sooner a participant subscribes for a proficiency test (round robin) the better, preferably at least 7 working days before the scheduled dispatch date. In this case the participant is assured of a PT sample. Please know, for some rounds the number of samples is limited (e.g. Gascondensate, Gases and DGA in Transformer Oil).

**Cancellation:** Withdrawal from a PT is never a problem, if it is done timely, at least 7 working days before the sample dispatch date. When a registration for a PT is done after this period, costs made will be charged to the client.

**Dispatch:** Where possible, sample dispatches are 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.

**NB. All extra costs due to lack of/bad assistance (to matters as mentioned above) will be charged to the recipient!**

**Delay in sample dispatch:** Please contact iis in case you receive the samples late or even after the official date for reporting. The PT samples have too much value to be left unused and therefore a solution will be given for valuable use, depending on the circumstances.

#### Summary of the costs involved when participating in a PT of iis:

Standard costs		
Participation in Round Robin program		Please see registration form
Packaging	Petroleum products	Vary per product/destination
Forwarding	Petroleum products	Vary per product/destination
	Consumer products	€ 95 (€ 50 when client DHL account used)
Optional costs		
Issue of Certificate (of performance)		€ 15 per certificate
Additional costs (for extra services requested by the customer)		
Issue of Certificate of Origin (CoO)		€ 110
Legalised document (Legalised Invoice (LI))		€ 50
Administration costs	Quotation	€ 50 per quotation
	Crediting of invoices on request of customer	€ 50 per invoice
	Signed and stamped documents	€ 50 minimum
	Extra administrative efforts	€ 50 minimum
	Use of client portals	€ 100 minimum
Forwarding	Dispatch of hardcopy documents	€ 95 per dispatch
Miscellaneous	Bank costs	€ 50 minimum
	Local taxes e.g. Business or Withholding tax	€ 50 minimum
	Loss of interest when our payment term of 30 days NET is not accepted	€ 25 minimum