

Compliance Audit Booking Form

|  |  |
| --- | --- |
| Operator name |  |
| Contact phone number |  |
| Contact name |  |
| Contact email address |  |

|  |
| --- |
| Address of the operating centre where the audit is required: |
|  |
| Is this operating centre involved in ADR operations? Y / N If yes please give details: |
|  |
| Number of vehicles and trailers based at Operating centre: |
| Vehicles =Trailers = |
| Operator’s Licence number for this centre: |
|  |

**Site Requirements**

|  |
| --- |
| Does the auditor require a site Induction prior to the audit Y / N |
| If Yes please provide details: |
| Is the auditor required to wear any PPE whilst on siteY / N |
| If Yes please provide details: |

**Pricing Information**

|  |  |
| --- | --- |
| Fleet size 1-5 vehicles | £550 |
| Fleet size 6-11 vehicles | £625 |
| Fleet size 12-20 vehicles | £695 |
| Fleet size 21+ vehicles | £895 |



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We also charge a 60p per mile travel charge fee from our base in Essex SS8 to the audit address and if required a hotel overnight stay charge (normally £70 depending on location)

**Payment Method**

|  |  |
| --- | --- |
|  | Please invoice using these details |
| PO Number |  |
| Invoice Address |  |
| Instructions |  |

|  |  |
| --- | --- |
|  | Please contact us to take Credit / Debit card details on the number below |
| Phone Number |  |

|  |  |
| --- | --- |
| Agreed Audit Date & Time(Leave blank if TBC) |  |

This audit should not be used to satisfy either Traffic Commissioner or Public Inquiry requirements.

**Audit Cancellations and date changes**

The fee for a prebooked compliance audit if cancelled will be fully refunded providing 72 hours’ notice is given from the agreed audit date/time taking place. If less than 72 hours cancellation notice is given, then 50% shall be refunded.  To cancel please email: enquires@transportoperatorcompliance.co.uk or call 07498 246 626

There shall be no charge for customers wishing to change the date of the audit providing 72 hours’ notice is given from the agreed audit date/time taking place. If less than 72 hours’ notice is given, then a 20% charge will apply.

**Declaration**

 I, the undersigned, declare that the information contained in this booking form is correct. I declare I am authorised to sign this statement on behalf of the company.

Signed .......................................................................................... Date ……………………………………………

Name ………………………………………………………………………. Position ……………………………………………..

When Complete, please scan and email the completed form to enquiries@transportoperatorcompliance.co.uk

[www.transportoperatorcompliance.co.uk](http://www.transportoperatorcompliance.co.uk)

Call: 07498 246 626

Email: enquiries@transportoperatorcompliance.co.uk