



SERVICE REQUEST FORM

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1. Customer Details

Customer type:	☐ Individual (B2C) ☐ Business (B2B)
Full name / Company legal name	
Contact person (for business)	
Email / Telephone	
Country / Billing address	
Company tax ID (if applicable)	

2. Requested Service

Service category:	☐ Examination ☐ Training ☐ Verification ☐ Consulting ☐ Software Development ☐ Other
Service name / Description	
Preferred location or delivery method	
Preferred start / completion date	
Service requirements / Scope	
Quotation or proposal reference (if any)	

3. Commercial and Delivery Details

Agreed / Estimated price and currency	
Invoice recipient / Purchase order reference	
Documents attached / Special instructions	
Designated beneficiary or institution (if relevant)	

Declaration and Authorization

I request the described service and confirm that the information is accurate. I understand that service availability, scope, delivery dates, fees, applicable taxes, and cancellation conditions are subject to NEN confirmation, relevant provider requirements, and any separate written agreement. Submission of this form alone does not constitute confirmed booking or payment.

☐ I confirm that the information provided is accurate and I have reviewed the applicable NEN policies and service conditions.

Customer / Authorized Representative Signature	Date (DD/MM/YYYY)

For NEN internal use only: Reference _____ Reviewed by _____ Status _____