



Institute for  
Interlaboratory Studies

## Overview of Costs

“Institute for Interlaboratory Studies®” (Also known as “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 colour pdf.

All prices are in Euro and not including VAT or other taxes.

### Participation costs:

On the registration form(s) the participation fee per PT is given; for other costs, see below.

### Dispatch costs (packaging & documentation / forwarding / Certificate of Origin):

When possible, sample dispatches are combined to reduce the 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!**

- For petroleum products, (petro) chemicals, fuels and gases  
In some countries a Certificate of Origin (CoO) is needed for customs clearance. This can be arranged, but €100 per CoO will be charged. The costs for the dispatch itself vary per destination and per product.
- For consumer products (e.g. plastics, textiles, leather, dried paint, food contact materials)  
The samples are sent by DHL courier. The costs are €95 per dispatch. If the customer has a DHL account, the customer's account may be used, in which case €50 will be charged for packing, documents and extra handling.

### Costs for Certificates of Excellence/Participation (optional):

When pre-ordered during registration, certificates will be provided for €15 per certificate.

### Administration costs (additional):

- An official quotation (with fixed prices) can be provided for an additional charge of €50 per quotation.
- By default one invoice per dispatch 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.
- When your company requires any documents (e.g. invoices, tax documents, contracts, etc.) to be sent to a physical address, this will be done by DHL courier. This to avoid loss of the documents. The costs are €95 per dispatch.
- Requests to send invoices via customer's e-invoice systems will be considered per case. Extra costs (€50 minimum) shall be applicable in case of e-invoicing.
- Several companies require large administrative efforts from our company on the invoice and/or a contract. The costs involved may be significant. In such cases administration costs (€50 minimum) will be charged.
- In case documents or a contract 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 be noted that also 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.
- Loss of interest: Extra costs (€25 minimum) shall be applicable when our standard Payment Terms are not respected/accepted.
- Once a final invoice is issued, it cannot be changed. However, for an additional €50 the invoice can be credited and a new invoice (with changed details) prepared and issued. Only when the original invoice contains an error caused by iis, no extra costs will be involved.

### Bank costs/Miscellaneous (additional):

The full invoice amount must be received. When less is received than invoiced, this will be compensated on future invoices. Depending on its cause the extra costs may vary (All causes that are not mentioned below shall be considered per case):

- 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 in the next invoice (€50 minimum).
- Business tax & 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. Documents to reclaim restrained tax will not be accepted.

### Extra Information:

- Withdrawal from a PT is never a problem, provided that it is done timely. This means at least 5 working days before the sample dispatch date.
- Please contact iis in case you receive the samples after the official date for reporting. The PT samples have too much value to be unused and therefore a solution will be given for valuable use, depending on the circumstances.