

**KELVIN TOP-SET®**  
**INCIDENT INVESTIGATION**  
**BOOKING FORM**



Please complete or pass this form on to a relevant administration person to be completed and returned as soon as possible. This constitutes a confirmed booking and allows Kelvin TOP-SET to initiate our investigation processes.

To be completed and returned by email to [ewan.dyer@kelvintopset.com](mailto:ewan.dyer@kelvintopset.com)

**Please ensure all parts of the form are completed to avoid delays**

**INVESTIGATION DETAILS**

<b>Date</b>	
<b>Type of Investigation</b>	
<b>Brief Description</b>	

**COMPANY DETAILS**

<b>Registered Company Name</b>	
<b>Company Registration Number</b>	
<b>VAT no. (If EU based)</b>	
<b>Trading Name</b>	
<b>Registered Address</b>	
<b>Telephone Number</b>	
<b>Main Contact Name</b>	
<b>Main Contact Telephone</b>	
<b>Main Contact Email</b>	
<b>Administrator Contact Name</b>	
<b>Administrator Contact Telephone</b>	
<b>Administrator Contact Email</b>	

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**PURCHASE ORDER NUMBER / AUTHORISED APPROVAL**

<b>Charging basis</b>	£1,900 per day
<b>Purchase Order Number (P.O)</b>	
<b>P.O or equivalent paperwork enclosed/attached</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
<b>Authorised Signatory (Name)</b>	
<b>Job Title</b>	
<b>Signature</b>	
By signing you confirm that you have read and agree to Kelvin TOP-SET's Terms and Conditions.	
<b>Date of Signature</b>	
<b>Contact Name for Invoicing</b>	
<b>Telephone Number for Invoicing</b>	
<b>Address for Invoicing</b>	
<b>Email Address for Invoicing</b>	
<b>EC VAT Number (if applicable)</b>	

**Investigators will not be confirmed without a purchase order or without an authorised signature as an equivalent confirmation of agreement from your company to the terms and conditions contained within this document.**

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**TERMS AND CONDITIONS OF INVESTIGATION BOOKING**

<b>FEE</b>	The investigation fee includes the cost of all investigation documentation, but does not cover any venue costs, investigator's travel, accommodation and expenses. Your company will be liable for these costs. Kelvin TOP-SET investigators will require <b>business class travel</b> . Exceptional or additional costs will be by agreement.
<b>VAT</b>	<ul style="list-style-type: none"> <li>• For investigations where the invoice address is the UK, VAT at current rates will apply.</li> <li>• For investigations where the invoice address is elsewhere in the EU, Reverse Charges will apply. Please supply your VAT number.</li> <li>• For investigations where the invoice address is out-with the EU, VAT will not apply, but local taxes may be applied where applicable.</li> </ul>
<b>PURCHASE ORDERS</b>	To confirm your investigation booking, a Purchase Order and signed investigation booking form must be completed and sent to the Kelvin TOP-SET office before the investigation can start. <b>This must be done before any dates or investigators are regarded as firmly booked.</b>
<b>PAYMENT</b>	An invoice for the fee will be raised immediately following receipt of the purchase order / completion of the investigation. Please quote the invoice number when making payment. Payment terms are 30 days; late payment may incur a penalty.
<b>PAYMENT BY CREDIT CARD</b>	Payment by credit card incurs a 3.1% excess, to defray bank charges.
<b>LIABILITY</b>	The Company engaging the services of the Kelvin TOP-SET investigator(s) shall cover liability arising from premises, operations, independent contractors, personal injury and advertising injury.

Internal Use Only: Account Manager	
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