

Please provide the name and contact details of the person completing this form in case we need to ask any questions. Service-specific contact names and details are collected further below.

Name	Email	Phone

By what name is your organisation best known?

What is the name of your organisation as it would appear on an invoice?

If Radiation Protection Services Ltd (RADPRO) is not set up as a vendor in your organisation's purchasing system, please arrange for an [Account Establishment Form](#) to be completed. If information is needed from us for vendor set up, please request this from accounts@radpro.co.nz.

Wearer Lists

An organisation will have one or more lists of people, areas or equipment requiring monitoring. We refer to these as wearer lists. Different dosimeter types (e.g. badges and rings) can be mixed together on the same wearer list. Wearer lists are useful for breaking larger organisations down into more manageable locations, departments, roles, or specialties. A separate wearer list is always required when:

- Badges are sent to multiple addresses and/or addressees.
- Badges are billed differently to any other group of badges.
- Badges are issued for different wearing periods (e.g. monthly and quarterly).
- Wearers or badges are reported differently from any other group of wearers or badges.
- Wearers or badges are administered differently from any other group of wearers or badges.

In the next section of this form please identify each separate wearer list that is required. If you only have one wearer list, its name or description will generally be left blank unless monitoring relates to a specific activity or project.

Contact, Ordering, Delivery and Wearer Information

Each wearer list requires contact, ordering, delivery and wearer information. Only fill out as many contact, ordering and delivery forms as are needed and write the reference of the form in the space provided. For example, say wearer lists 1, 2 and 3 all share the same contact details. Only one contact form is needed (referenced say C1) and you would simply write this reference in the contact column for lists 1-3.

If you already have records of wearers then please send these through as is; you do not need to re-enter all of the wearer details on one of our forms! Issue or dose reports from your old personal dosimetry provider marked up with any changes are great for this, as are spreadsheet files or any other electronic records.

List	Wearer List Name or Description	Contact	Ordering	Delivery	Wearer
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Extra blank forms are available here:

[Contact Form](#)

[Ordering Form](#)

[Delivery Form](#)

[Wearer \(Badge\) Form](#)

[Wearer \(Ring\) Form](#)

Contact Form Reference	
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The primary contact is the point of contact for the day to day management of a wearer list. Prior to each issue a wearer list report will be emailed to the primary contact. If any dosimeters are missing from a return, the primary contact is also sent an unreturned badge report.

<i>First Name</i>	<i>Last Name</i>	<i>Email Address</i>	
<i>Phone</i>		<i>Mobile</i>	

Dose reports and dose notifications are sent by email and can be sent or copied to the primary contact and any other recipients. Are dose reports and dose notifications to be sent or copied to the primary contact?

Yes

Yes, Cc a copy

No, see below

Who else needs to be sent a copy of dose reports and dose notifications relating to this wearer list?

<i>First Name</i>	<i>Last Name</i>	<i>Email Address</i>

Who else needs to be Cc'd a copy of dose reports and dose notifications relating to this wearer list?

<i>Email Address</i>

<i>Other Information</i>

Ordering Form Reference	
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Before completing, please review our [Personal Dosimetry Service Terms & Conditions](#).

Order Type:

This is an ongoing repeating order

This is a repeating order for a fixed number of months:

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This is a one-off order for a single issue of dosimeters

Service Start Date:

The start day of the first wearing period is:

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Exchange Frequency:

Monthly

Two monthly

Quarterly (select this option for instadose)

Purchase Orders:

Purchase order numbers are not required

Purchase order numbers are not required but use this reference on all invoices:

Purchase order numbers are always required

Send purchase order number reminders to the primary contact

Send purchase order number reminders to the email address provided below

<i>First Name</i>	<i>Last Name</i>	<i>Email Address</i>

<i>Special Ordering Instructions</i>	

Delivery Form Reference	
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Send dosimeter shipments to this address:

Courier/ParcelPost Address	
Attention	
Street Address	
Town/City	
Post Code	
Phone	

Envelope/FastPost Address	
Attention	
Street Address, PO Box or Private Bag.	
Town/City	
Post Code	
Phone	

Special Delivery Instructions

WEARER (BADGE) FORM

Wearers (Badge) Form Reference	
<u>Default Holder Type</u> (DB = integrated clip, DL = external clip, DF = no clip, IN = instadose)	
Sheet (sheet number of total sheets)	

Last name and wearing position are the only mandatory information. For multiple badge wearers, repeat wearer's name with a different wearing position. Add any required spare badges to your wearer list.

[illegible]

Wearers (Ring) Form Reference

Last name and wearing position are the only mandatory information. For multiple ring wearers, repeat wearer's name with a different wearing position. Add any required spare rings to your wearer list.

Last Name/Description*	First Name	Position*	Size	Reference	MF	DoB

[MeasuRing Sizing Template](#)