

ISOQAR INVOICING

Obtaining ISO Certification

ON-BOARDING



After successfully joining Alcumus ISOQAR on your certification journey the next step is to schedule your Initial audits.



We invoice these prior to delivery usually 6-8 weeks in advance of each individual audit type with a 30 day payment term.

* Invoice Produced

3 YEAR CERTIFICATION CYCLE



Following your successful stage 2 audit you then enter a three year certification cycle, Alcumus ISOQAR invoice in advance for the year of certification.



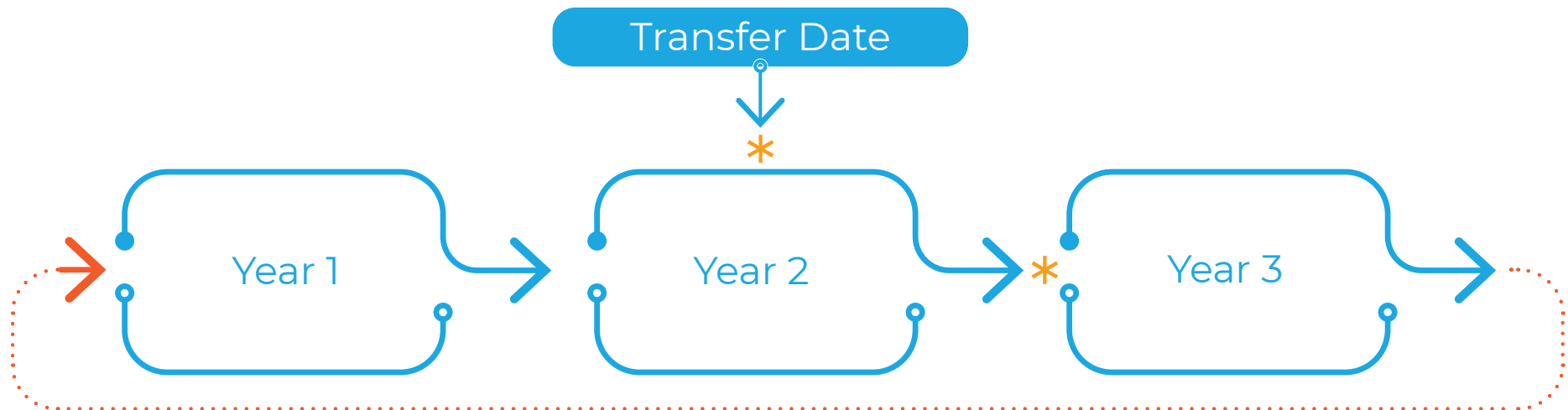
The invoice trigger is based on the Initial registration date show on your certificate and remains the same throughout the three year cycle.



If you choose to add standards to your certification this follows the same journey, joining the current certification invoice process if integrated.

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Transferring ISO Certification



When transferring ISO certification to Alcumus ISOQAR you are invoiced for the year of the cycle in which you are in upon successful certification issue.



The following year is then invoiced in line with your initial registration date of the parent (Oldest) certificate within your certification.

* Invoice Produced

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Fees

Below are a list of standard fees (subject to change) this does not include cancellation fees that can be found [here](#).

Name	Fee ex vat
Recertification fee	£350.00
Migration / Upgrade certificate issuing fee	£225.00
Change in name certificate issuing fee	£225.00
Change in address certificate issuing fee	£225.00
Change in scope certificate issuing fee	£225.00
Major Non-conformance remote close out	£595.00
Major Non-conformance onsite close out	Prevailing day rate
Suspension fee	£300.00

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FAQ's

RECERTIFICATION

Recertification occurs every third year of an ISO cycle, at recertification additional audit days may be added to your visit pattern, this is usually confirmed at the audit prior to recertification. A fee is also charged at recertification due to the completion of the required post audit technical review, pre recertification planning and certificate issuing.

ADDING AND REMOVING STANDARDS AND SITES

When adding or removing from the scope of your certification a full technical review is undertaken to establish if the audit duration is increased or decreased, if increased the additional allocation is invoiced 6-8 weeks prior to audit. If a decrease is authorised a credit will be raised based on the number of days this has been reduced by.

When adding a standard to your Management System, stage 1 and 2 are invoiced in advance of the audit. Then the specified standard will join the standard invoicing procedure for your parent registration and is usually based on the earliest issuing date.

PO REFERENCING

If you require a PO reference to be added to your invoice, please advise us in advance, we will then request this prior to any invoice release. If we do request a PO as per your instructions but none is provided within 30 days the invoice will be release without a PO reference.

PRICE INCREASES

We review our prices annually. If a price is increased, it is not noted as such as we invoice in advance of the start of the certification year with a 30 day payment term.

DEREGISTRATION

When deregistration occurs a final statement of accounts is sent upon completion, please note fees are strictly non refundable.