

# Workplace Flu Vaccination Booking Form 2020



<b>Company Name:</b>			
<b>Company Phone Number:</b>		<b>DDI/extn:</b>	
<b>Contact Person:</b>		<b>Mobile:</b>	
<b>Email:</b>			
<b>Physical Address:</b> <i>(Where our nurse is actually going to go to administer the vaccinations)</i>			
<b>What is on the building?</b> <i>(so our nurse knows what to look out for)</i>			
<b>Parking/Site Directions:</b>			
<b>Email address for Invoicing:</b>			

<b>Purchase Order Number:</b>	<i>(Please enclose copy if applicable)</i>		
<b>Quoted Price:</b> <i>(Price is per person excluding GST)</i>	<b>No. Required</b>		
	<b>Vaccinations</b>	\$	
	<b>Vouchers</b>	\$	
<b>Flu Contact on the day?</b> <i>(if different from contact above)</i>		<b>Mobile:</b>	
<b>First Aider on the day?</b>		<b>Mobile:</b>	
<b>Preferred* time of day:</b>			
<b>Preferred* dates:</b> <i>(please give several options)</i>			

*\*while we will endeavour to match your preferred requests due to high demand this is not always possible*

**PLEASE SEND YOUR COMPLETED FORM TO: Fax: 0800 376 606 or  
Email: [info@maxwellhealth.co.nz](mailto:info@maxwellhealth.co.nz)**

**By engaging our services you are accepting our Terms of Trade as detailed below:**

**Name:** \_\_\_\_\_ **Signed:** \_\_\_\_\_  
**Position:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Terms of Trade:**

- Any variation to the above vaccination numbers must be confirmed at least 5 working days prior to nurse visit via email.
- A total of \$400 plus GST per visit/per session/per site is applicable only when less than 10 vaccinations are given at a nurse visit
- The client agrees that Maxwell Healthcare Ltd may charge a cancellation fee of 70% of the total cost of the influenza vaccination per person if:
  - a) a confirmed booking is cancelled at any time within two weeks prior to the appointment date of vaccination, or
  - b) a patient does not turn up for the vaccination at the pre-booked time of appointment.
- It is a Ministry of Health requirement that you provide a Certified First Aider that is present at the time of your nurse visit. Should this person not be present at the time of your visit, your visit will need to be re-scheduled and a minimum fee will be charged, or vouchers issued.
- Visits required between 8pm and 5am will incur a surcharge of \$200 plus GST per visit.
- Vouchers are **non-refundable**
- Vouchers are to be redeemed only at the nominated Medical Centre's and/or Pharmacies, Addresses are detailed on the voucher.
- Vouchers will be couriered. An admin fee of \$7.00 + GST per packet will apply.
- Maxwell Healthcare Ltd invoice is payable within 14 days from date of invoice.
- Outstanding invoices will incur a late penalty fee of \$150 per month, until the invoice has been paid.
- Promotional discounts only apply to invoices that are paid on-time.

***Any queries? Please don't hesitate to call us on 0800 376 600***