

# Workplace Flu Vaccination Booking Form 2021



<b>Company Name:</b>			
<b>Company Phone Number:</b>		<b>DDI/extn:</b>	
<b>Contact Person:</b>		<b>Mobile:</b>	
<b>Email:</b>			
<b>Email Address for Invoicing:</b>			
<b>Purchase Order Number:</b>	<i>(Please enclose copy if applicable)</i>		
<b>Physical Address:</b> <i>(Where our nurse is actually going to go to administer the vaccinations)</i>			
<b>Parking &amp;/or Site Directions:</b> <i>(so our nurse knows what to look out for)</i>			

			<b>No. Required</b>
<b>Quoted Price:</b> <i>(Price is per person excluding GST)</i>	<b>Vaccinations</b>	\$	
	<b>Vouchers</b>	\$	
<b>Flu Contact</b> on the day? <i>(if different from contact above)</i>		<b>Mobile:</b>	
<b>First Aider</b> on the day?		<b>Mobile:</b>	
Preferred* time(s) of day &/or day of the week/dates: <i>(please give several options)</i>			
As a Guide Last Year's Appointment was:			

*\*We will endeavour to match your preferred requests, but please note this is not always possible due to high demand.*

**SEND YOUR COMPLETED FORM TO: Fax: 0800 376 606 or**

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

**Name:** \_\_\_\_\_ **Signed:** \_\_\_\_\_

**Position:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Terms of Trade:**

1. Any variation to the above vaccination numbers must be confirmed at least 5 working days prior to nurse visit via email.
2. A total of \$410 plus GST per visit/per session/per site is applicable only when less than 10 vaccinations are given at a nurse visit.
3. 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.
4. 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 may be issued.
5. Visits required between 8pm and 5am will incur a surcharge of \$200 plus GST per visit.
6. Vouchers are non-refundable, not tracked & paid upfront once purchased/downloaded/emailed. They are to be redeemed only at those listed on our website – [www.maxwellhealth.co.nz/vouchers](http://www.maxwellhealth.co.nz/vouchers)
7. Hard Copy Vouchers will be couriered and incur an admin fee of \$10.00 + GST per packet. Electronic Vouchers incur no additional charge.
8. Maxwell Healthcare Ltd invoice is payable within 14 days from date of invoice.
9. Outstanding invoices will incur a late penalty fee of \$150 per month, until the invoice(s) have been paid.
10. Promotional discounts only apply to invoices that are paid on time.

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