



BOTSWANA BUREAU OF STANDARDS
Customer Enquiry Form

BD/GP/P05/F01

Issue No. 01

Customer Name			
Company			
Nature of Business			
Postal Address			
Contact Details			
Telephone No.	Cell phone No.	Facsmiles No.	Email:

Received Via

Phone Fax Post Email Visit Other Specify _____

1. Functions related to the enquiry

Standards

Information Centre Services

Scientific Standards

Engineering Standards

Technical Editing

Regulatory Compliance

Compulsory Standards

Trade Metrology

Commercial Enterprises

Certification

Industrial Metrology

Testing

Training

Corporate Services

Human Resources

Facilities & Administration

Finance

Information Comm. Tech.

Business Development

SHE & Quality Office

Business Development

Marketing & Com

Francistown Branch

Managing Director's Office

Internal Audit

2. Description of Enquiry (to be completed by office receiving enquiry)

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3. Action taken

Provided client with relevant information (Info Package)	<input type="checkbox"/>
Advised client to purchase relevant standard(s)	<input type="checkbox"/>
Client/BOBS to make follow-up	<input type="checkbox"/>
Client referred to relevant Department	<input type="checkbox"/>

4. Further Action

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5. Received by

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Name Signature Date