

PART I. REQUEST FOR REFUND OF CERTIFICATION LABEL FEES

We are returning the following unused labels to our inspection agency and requesting IBC to issue a refund.

Corporate Name:

Facility Name:

Inspection Agcy.:

Physical Address:

City:

ST:

Zip:

Phone:

Authorized Rep.:

E-mail (opt.):

Mailing Address (if different):

Beginning Label No.	Ending Label No.	Quantity	Beginning Label No.	Ending Label No.	Quantity

Reason for returning labels and, if applicable, effective date

Effective Date:

Manufacturing Facility has closed

Manufacturing facility has changed inspection agencies

Other (describe):

PART II. VERIFICATION OF CERTIFICATION LABELS

has received the unused labels and verifies the accuracy of the report.

Total Qty.:

Authorized Rep.:

E-mail (opt.):

Date:

INSTRUCTIONS

MANUFACTURER

- Complete Part I and print two copies
- Send one copy along with the labels to your inspection agency
- Retain remaining copy for your records

INSPECTION AGENCY

- Complete Part II of original and make a copy
- Send original along with the labels to INDUSTRIALIZED BUILDINGS COMMISSION
- Retain remaining copy for your records

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For IBC use only -

Plant Code:

Modular/Closed Panel Labels

Qty:

Fee:

Amount:

Component Labels

Qty:

Fee:

Amount:

Check

No.:

Date:

Amount: