Please fill in this form to receive a non-binding service quote. Feel free to leave fields blank if you are unsure of the answer. We will contact you for clarification.

**LegalSourceTM Service Request Form
Reliable support for your organisation**

|  |
| --- |
| **Your contact information** |
| Organisation name: |  |
| Primary contact:  | Name:  | Mobile:  |
| Position:  | Email:  |
| Mailing address: | Country:  | City:  |
| Str/no:  | Postal code:  |
| Phone:  | Fax:  |
| Other info: | Business registration no**:** | Website:  |
| Organisation size: | Number of employees:  |       |
| Gross annual sales turnover of all wood-based products (including non-certified): | EUR       |

|  |
| --- |
| **Scope of your LegalSource services**  |
| Which LegalSource services are you interested in? |
| [ ]  | Gap Analysis & Action Plan Development | A LegalSource Gap Analysis provides a useful evaluation of your due diligence system and timber sourcing procedures in order to provide an overview of areas for improvement. The key outcome of this exercise is a detailed action plan for you to move forward to a high quality and effective DDS and legal production and sourcing of timber. |
| [ ]  |  Capacity building | LegalSource training modules build staff capacity and awareness regarding timber legality and due diligence. The following standard training courses are offered or bespoke training, tailored to your needs: * LegalSource Intro Course (2 – 4 hours)
* LegalSource Kickstarter Course (1 day)
* LegalSource Expert Course (3 days)

Click [here](http://www.nepcon.org/training) for more information. |
| [ ]  |  Due Diligence System  Support | LegalSource Due Diligence Support offers clients dedicated Legality expertise in order to build a robust due diligence system which meets the requirements of the EU Timber Regulation, Lacey Act and Australian Illegal Logging Prohibition Act.Click [here](http://www.nepcon.org/node/59) for more information. |
| [ ]  |  Timber testing [ ]  To verify species [ ]  To verify origin  | LegalSource timber testing services are offered through NEPCon’s network of partner laboratories to help clients identify the species and origin of wood and paper materials in their products. The following testing methods are offered:* Microscopic wood anatomy testing
* DNA testing
* Stable Isotope testing

Click [here](http://www.nepcon.org/node/208) for more information.  |
| [ ]  | Supply Chain Management Platform  | Utilising a LegalSource supply chain management platform, allows you collect and store large amounts of supply chain data in a cloud storage system. Each supplier can access the system and upload supply chain information in a confidential manner. You can then log in and evaluate information, conduct risk assessment, initiate risk mitigation activities, report on supplier progress and much more.Click [here](http://www.nepcon.org/node/877) for more information.  |
| [ ]  | Supplier Auditing | LegalSource Supplier Auditing involves NEPCon Forest Legality Specialists providing an independent legality assessment and report of your suppliers’ factories or forests, against LegalSource requirements. Click [here](http://www.nepcon.org/node/63) for more information.  |
| [ ]  | LegalSource Certification[ ]  With EUTR Monitoring\*[ ]  Without EUTR Monitoring | LegalSource certification offers clients an independent annual assessment of their due diligence system to ensure that it is robust and effective. LegalSource assessment is against the LegalSource standard, which has been designed to be in-line with the EU Timber Regulation, Lacey Act and Australian Illegal Logging Prohibition Act. Click [here](http://www.nepcon.org/node/57) for more information.  |
| [ ]  | Not sure |

***Please fill in this table only if you manage/seek evaluation of a forest operation***

|  |  |  |
| --- | --- | --- |
| Forest Name, location: | Name/ identifier:  | Location:  |
| Type of operation: | [ ]  Private landowner | [ ] Public landowner |
| Forest area: | Total forest area: |   ha | Managed forest: |  ha |
| Felling volumes: | What is the maximum annual allowable cut:  | What was the actual felling volume last year:  |
| Forest Management Units: | How many Forest Management Units are included in the area for which you are seeking the services?  |
| Any other information: |  |

*Copy and paste the above table for additional required forest-level audits*

***All other operations, please fill in the table below***

|  |  |
| --- | --- |
| Supply chains: | Please briefly describe the supply chains you would like the service to cover. Ideally provide an overview of the number of supply chains and the geographic location of your sources (if known):  |
| Organisation profile:  | [ ]  Primary manufacturer | [ ]  Secondary manufacturer |
| [ ]  Trader/agent/broker/timber harvesting company  | [ ]  Printing house/publisher |
| Main Products: | [ ]  Lumber  | [ ]  Furniture/Cabinets  |
| [ ]  Plywood/Veneer  | [ ]  Logs (logging)  |
| [ ]  OSB, MDF, HDF etc.  | [ ]  Doors / Windows  |
| [ ]  Pulp/paper  | [ ]  Garden products  |
| Other (please specify):  |

 *\*NEPCon is an EU-recognised Monitoring Organisation (MO).*

**Please send the completed form to** **info@nepcon.org** **for international inquiries – or directly to your local NEPCon contact. We will contact you shortly.**