

Workplace Flu Vaccination Booking Form 2026



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

| | | | |
|--|---------------------|----------------|---------------------|
| | | | No. Required |
| Quoted Price: <i>(Price is per person excluding GST)</i> | Vaccinations | \$ | |
| | Vouchers | \$ | |
| Flu Contact on the day? <i>(if different from contact above)</i> | | Mobile: | |
| First Aider on the day? | | Mobile: | |
| 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: support@maxwellhealth.co.nz

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

Name: _____ **Signed:** _____
Position: _____ **Date:** _____

Terms of Trade:

- The client agrees that Maxwell Healthcare Ltd may charge a cancellation fee of 70% of the total cost of the confirmed vaccination numbers for their nurse visit, per person if.
 - We are not notified of any variation within 2 weeks of your confirmed nurse appointment, or
 - A confirmed booking is cancelled at any time within two weeks, or
 - A patient does not turn up for their vaccination at the pre-booked time of appointment.
- A total of \$520 plus GST per visit/per session/per site is applicable only when less than 10 vaccinations are given at a nurse visit. Vouchers DON'T count towards the minimum 10 required for a nurse visit.
- 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 6pm and 6am will incur a surcharge of \$450 plus GST per visit. A minimum of 20 vaccinations is required.
- Vouchers are non-refundable, not tracked & paid upfront once purchased/downloaded/emailed. They are to be redeemed only at Medical Centres and Pharmacies listed on our website – www.maxwellhealth.co.nz/vouchers
- Hard Copy Vouchers will be couriered and incur an admin fee of \$12.00 + GST per packet. Electronic Vouchers incur no additional charge.
- Maxwell Healthcare Ltd invoice is payable within 14 days from date of invoice.
- Outstanding invoices will incur a late penalty fee of \$450 per month, until the invoice(s) have 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