

# Sample Submission Form

Please note that any missing or incorrect information may delay the processing of your samples

<b>Company<sup>1</sup>:</b>	
<b>Contact<sup>1</sup>:</b>	<b>Telephone:</b>
<b>Address<sup>2</sup>:</b>	<b>Email<sup>3</sup>:</b>
	<b>Quote Reference:</b>
	<b>Purchase Order No.<sup>7</sup>:</b>
<b>Turnaround Time*:</b> Standard <input type="checkbox"/> 5 Day <input type="checkbox"/> 3 Day <input type="checkbox"/> Other ____ Or, date results required by: ____ / ____ /20____	<b>Signed:</b>

\*Standard turnaround time is nominally 10 working days from the receipt of sample(s) and all information required for analysis. Shorter turnaround times and specific deadlines must be agreed in advance and are subject to a surcharge.

<b>Safe Handling<sup>4</sup>:</b> Please indicate which safety document you have provided: MSDS <input type="checkbox"/> SDS <input type="checkbox"/> MSDQ <input type="checkbox"/> Other <input type="checkbox"/>
<b>Storage Conditions<sup>5</sup>:</b> Ambient <input type="checkbox"/> Refrigerated <input type="checkbox"/> Frozen <input type="checkbox"/> Other (Please specify): _____

<b>Material Name:</b>		
<b>BLL Reference (Internal Use Only)</b>	<b>Client Sample Reference(s)</b>	<b>Analysis Requirements (Tests/Methods)</b>
<b>Please Leave Blank</b>		

If you need additional space, please use the table on the reverse of this sheet

<b>Any Other Relevant Information (Specification Limits/Expected Levels etc.):</b>
<b>Please tick if you require any remaining sample(s) to be returned after analysis<sup>6</sup>:</b> <input type="checkbox"/>

**Notes:**

- <sup>1</sup>These will be the Company and name stated on the Certificate of Analysis.
- <sup>2</sup>The hard copy of the Certificate of Analysis and the raw data will be posted to this address.
- <sup>3</sup>The Certificate of Analysis will be emailed to the address(es) given here.
- <sup>4</sup>This is required for a COSHH assessment, which has to be performed before samples can be analysed.
- <sup>5</sup>If information is not supplied, samples will be stored under the condition in which it was received.
- <sup>6</sup>Please note that there will be a surcharge for this service.
- <sup>7</sup>We require a copy of your Purchase Order prior to release of results

