



# Sample Submission Form

(please include this form with sample shipment)

CONFIDENTIAL

## PART I: SAMPLE SUBMISSION

<b>DATE SUBMITTED</b>		<b>CLIENT INFORMATION</b>	
<b>PURCHASE ORDER NO.</b>		<b>QUOTE NO.</b>	<input type="checkbox"/> New Client
<b>Company Name</b>			
<b>Address</b>			
<b>City/State/Zip</b>			
<b>Contact Name</b>			
<b>Phone Number &amp; Email Address</b>			
<b>Billing Contact Name</b>			
<b>Billing Contact Phone &amp; Email Address</b>			

## SAMPLE DESCRIPTION & WORK REQUESTED:

<b>Material Name</b>			
<b>Material Description</b>			
<b>Sample Lot #</b>			
<b>Sample Detail</b>			
<b>Total # of Containers</b>			
<b>Storage Conditions / Hazards</b>			
<b>Work Requested /Specifications</b>  If additional space is needed, please include a separate sheet.  <input type="checkbox"/> Sheet included	<b>Test</b>	<input type="checkbox"/> GMP <input type="checkbox"/> Non-GMP <input type="checkbox"/> R&D	<b>Specifications (Required)</b>

<b>DISPOSITION</b> (after analysis)	<input type="checkbox"/> Discard After Storage <input type="checkbox"/> Other
	<input type="checkbox"/> Return Immediately <input type="checkbox"/> Return After Storage <input type="checkbox"/> Shipper and # _____
<b>REQUESTED TURNAROUND</b>	<input type="checkbox"/> Standard Turnaround <input type="checkbox"/> 5 Day Rush <input type="checkbox"/> 3 Day Rush

**AUTHORIZATION SIGNATURE\*** \_\_\_\_\_ **DATE** \_\_\_\_\_

\*By signing above, you agree to the terms and condition set forth by the credit application. Submitting samples with this form constitutes approval with or without signature.

\*\*\*\*\* **SPEED LAB USE ONLY BELOW THIS LINE** \*\*\*\*\*

## PART II: LABORATORY REQUEST FOR ANALYSIS

<b>DATE RECEIVED</b>		<b>Sample ID Number</b>	
<b>Condition Upon Receipt</b>			
<b>Received / Logged By</b>			
<b>Comments</b>			