**Sample Submission Form**

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| --- | --- |
| Report Attention | Send Invoice to: [ ] Same as report |
| Company | A/P Contact |
| Address | Company |
|  | Address |
| Phone |  |
| Fax |  |
| E-mail | Phone |
| Quote # (Required) | Fax |
| PO # (Required) | E-mail |

|  |  |  |  |
| --- | --- | --- | --- |
| Turn Around Time and Data  (See attached Terms & Conditions) | Type of Sample | Storage Condition | Special Handling  (include SDS Sheet) |
| [ ] Standard | [ ] Raw Material | [ ] Room temperature | [ ] Hazardous |
| [ ] Rush | [ ] Finished Product | [ ] Refrigerator | [ ] Light Sensitive |
| Express Other:  Date Needed by: | [ ] API | [ ] Freezer | [ ] Other |
| [ ] Nasal Spray |
| [ ] Include Raw Data | [ ] Other | [ ] Other |  |

|  |  |  |
| --- | --- | --- |
| Sample Name |  | |
| Sample Description |  | |
| Sample Size & # of Samples | Sample Size\_\_\_\_\_\_\_\_\_ # of Samples\_\_\_\_\_\_\_\_  Test [ ] Individually [ ] as a Composite | |
| Sample Time and Date |  | |
| Monograph Name  ( If Different than Sample Name) |  | |
| Test requested  (must be provided) | Compendial Method or Client Method  (client method must be provided) | Specification/Limit  (must be provided) |
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| --- |
| Additional Information or Special Instructions |

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| --- | --- |
| Required for Testing to Begin Customer Signature & Date | **PLS Analytical Use Only** |

**Terms and Conditions**

1. CONFIDENTIALITY:

PLS Analytical (“PLSA”) maintains strict confidentiality with its clients. Formal Confidentiality agreements may be initiated by the client or by PLS Analytical.

1. **FINANCIAL INFORMATION:**
2. Payment in advance is required for clients whose credit has not been established with PLSA.
3. Payment terms are “NET 15 days from receipt of the results”. Buyer agrees to pay all costs, including, but not limited to attorney and accounting fees and other expenses of collection resulting from any default by buyer in any of the terms of this contract.
4. Purchase orders or valid credit card information are **REQUIRED**. Orders submitted without this information may cause delays in testing.
5. For third party billing a signed purchase order must be received from the party paying for the service.
6. **A surcharge of 50% or greater will be added for EXPRESS service. Express is subject to prior approval and availability.**
7. Pricing is designed for single samples. Project discounts may be available. Quotations will be provided free of charge.
8. A minimum billing of $25.00 will be charged on all samples including those samples cancelled at the customer’s request.
9. Clients that request Raw Data will have a copy sent to them electronically (at no charge) along with their report. There may be a surcharge for copies of the raw data and report when requested after initial sending is completed.
10. Additional charges may be assessed (e.g. hazardous samples, composite fee).
11. Shipping costs will be charged to clients that would like containers, coolers or ice packs returned.
12. Liability of PLSA is limited to an amount no greater than the amount invoiced.
13. **SAMPLE SUBMISSION:**
14. Fill out the Sample Submission Form COMPLETELY, including product name, lot number, test, methods, and the amount of samples sent. Incomplete information may cause a delay in providing services.
15. All results will be reported by the method supplied and/or identified. If a limit is not supplied, we will default to associated compendia limits, or “Report Results” when compendial limits are not available.
16. All samples should be labelled with company name, product name and lot number. Samples received without a lot number will be sent back to the client for proper labeling. **Hazardous Substances** must be appropriately labeled for the protection of office and laboratory personnel.
17. Shipping carton exterior must be labeled as to the hazard enclosed; caustic, cytotoxic, antineoplastic, explosive, corrosive, toxic, or carcinogenic, etc.
18. Safety Data Sheet (SDS) must be provided for all samples.
19. Additional charges may be applied.
20. Please place Sample Submission Form, SDS and any other correspondence submitted, in an envelope and place at the top of the box or affixed to the outside of the box. Failure to use the PLSA Submission Form for Analytical Services may delay results.

**IV. RETENTION AND DISPOSAL:**

1. Samples are retained for a period of 30 days after completion of analysis.
2. Special PRIOR arrangements must be made to return or retain samples under other conditions.
3. Unless alternate arrangements have been made, raw data will be retained for 7 years after final report date.

**IMPORTANT**

1. Turnaround Times:
2. In calculating turnaround times, pending all appropriate documentation is in order; if the sample is received before 10 am then the day the sample is received is Day 1otherwise it will be on the next business day.
3. If left blank, the Standard 8 Business day turn around will be applied.
4. Express Service is subject to prior approval, availability and surcharges.
5. Residual Solvent Testing Turnaround Times will vary and therefore a Standard or Express Service is not applicable at this time.
6. For International orders, please allow sufficient time for samples to clear customs.
7. Please pack samples appropriately to prevent breakage.
8. Because transportation of materials to our facilities can have significant impact on the moisture content of client sample materials, PLS Analytical will not accept client-provided Loss on Drying/Moisture content results. When required for testing, the Loss on Drying/Moisture Content will be performed at PLS Analytical and will be billed to clients at a flat rate. Please contact our Customer Service Team for current associated costs.
9. If growth is obtained during microbial enrichment testing, a gram stain will be performed and billed to the client Please contact our Customer Service Team for current associated costs.

For Questions regarding the above information please contact our Client Services Department at 732-698-5048