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Sample Submittal Form

INTERNAL USE ONLY	
Job Number	_____
Date Received	_____

Results To:

Invoice To:

Same as results

Company		Company	
Address		Address	
E-mail		E-mail	
Phone	Fax	Phone	Fax

Additional Copies To:

Name	E-mail

Submitted By:
Project #:
Date:

Analysis Requested

# Samples	Type of Sample	Sample Sequence (from-to)	Element or Package	Priority Service (1.5x Price)

Special Instructions

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Storage & Disposal:

Return Address:

Same as results

Rejects:	Type of Sample:	
		Return after analysis @cost
		Return after 3 Months @cost
		Discard after 3 Months @cost
		Paid Storage after 3 Months
		Pickup by Sender

Company:
Address:

Note: Rejects and pulps will be disposed after 3 months unless requested.
Charges will apply for disposal and storage of both pulps and rejects.

Authorization:

A signed requisition, becomes a binding contract based on our current prices, for the above services.

Signature of Clients Representative

Date