RESET FORM PRINT FORM

ANALITYCAL REQUEST FORM

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ISO/IEC 17025 Cert: 3248.01 ACCREDITED

Send Report to

Contact: _____
Company: _____
Address: _____
Email: _____ Phone: _____

Send Invoice To

AP Contact: _____
Address: _____
Email: _____ Phone: _____
Project/Quote: _____ Purchase Order: _____

Please note that scheduling of analytical services will not begin until receipt and/or clarification of all required information

Turnaround Time (business days)

- ☐ Normal 10 days (routine analyses)
- ☐ Rush 5 days
- ☐ Rush 3 days
- ☐ Rush 1 day

Rush fees will apply

- ☐ Due Date: _____

Sample Storage

- ☐ Ambient/Room Temperature
- ☐ 2 to 8ºC
- ☐ -15 to -25 ºC
- ☐ -70 to -90 ºC

Reporting Options

- ☐ CofA/Report Only
- ☐ QA Data Pkg (extra fee)
- ☐ Send by Mail (extra fee)
- ☐ Send by Email
- ☐ Spectra/Chromatograms

Sample Information

- ☐ Controlled substance, Schedule: _____
- ☐ Toxicological Hazard
- ☐ Oxidizer/Explosive/Flammable
- ☐ Light Sensitive
- ☐ Hygroscopic
- ☐ Air Sensitivity
- ☐ OEL/PEL/TLV/REL
- ☐ PPE Code: _____

Analysis Type - Regulatory Requirements

- ☐ FDA Regulated (cGMP) *
- ☐ NON-GMP/R&D Testing
- ☐ ISO 17025 **
- ☐ Method validation, verification, or transfer
- ☐ Development/Feasibility/Investigative
- ☐ Other: _____

* To ensure compliance with cGMP requirements, non-compendial test methods must be transferred and/or validated. Method transfer and/or validation services are available on request and are the responsibility of the client. Compendial analysis must be verified to meet the requirements of USP <1226> for the materials analyzed.

** Only applicable to analysis listed on ISO 17025 Scope.

Comments and precautions: (SDS must be included with all samples)

Sample Identification and Testing Information (Attach separately if space is not sufficient)

Number of Containers	Qty. (g)	Sample ID for Report (Name, Lot#, ID#, etc...) *Must match sample label.*	Test Name, Method and/or Compendia Reference	Test Specifications And/or Reporting Instructions. *Specifications required for all GMP work.*

Testing Authorized by (Client):	Company:	Date:
Received by:	Received from:	Date:

Samples will be disposed of 30 days after invoicing, except for regulated substances samples. All raw data will be destroyed of after 7 years. By completing this form, or submitting samples for analysis, or by authorizing to perform the services, including but not limited to the issuance of a purchase order, shall indicate acceptance of the Element Materials Technology Pharma US LLC Terms Conditions of service and terms of the quote. Any other modified terms and conditions, including those identified in Client's purchase order are expressly rejected, unless otherwise agreed to in writing by an authorized representative of Element. In the event that the parties have executed a services agreement, the terms of such executed agreement shall govern. Cancellation fee may apply. For any Rush 1-5 Day requests; samples will need to be received before 10am. Samples received after 10am will have one day added to the requested turnaround time.

Element Job Number: _____