



Contract for Analytical Services

Sample Submission Form

Celsis Laboratory Group will not begin work on customer samples without a complete and signed Sample Submission Form. Please print information CLEARLY.

SEND REPORT TO:		SEND INVOICE TO: <input type="checkbox"/> Same as report <input type="checkbox"/> Address below	
Attention/ Title		Attention:	
Company:		Company:	
Address:		Address:	
City, State, Zip		City, State, Zip	
Phone		CREDIT CARD: <input type="checkbox"/> AMEX <input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA	
Fax		Cardholder Address	
Email		Name on Card	
PO # (Required):		Card #:	Exp.:
Turnaround Time: (select one): For Express Service, please contact Customer Service in advance for turnaround and related surcharge. (Standard 10-Day Turnaround will be given if left blank) <input type="checkbox"/> Standard – 10 Business Days <input type="checkbox"/> Express- 5 Business Days <input type="checkbox"/> Express–Other Need By: ___/___/___ <small>(Express is subject to prior approval and availability)</small>			
Results Request: <input type="checkbox"/> FAX Report Only <input type="checkbox"/> FAX Report and Raw Data <input type="checkbox"/> FAX Report and Mail Raw Data <input type="checkbox"/> EMAIL Report Only <input type="checkbox"/> EMAIL Report and Raw Data <input type="checkbox"/> EMAIL Report and Mail Raw Data <small>(If no email address given, data will not be emailed) (If no selection, the report without raw data will be mailed via regular postal carrier)</small>			
Additional Information/Special Instructions/Promotion Code:			Quote Number: <small>(attach copy of quote if appropriate)</small>
Sample Name: _____			
Lot #: _____			
Sample Date and Time (if applicable): _____ Sample Quantity per Container: _____ Number of Containers _____			
Controlled Substance <input type="checkbox"/> YES <input type="checkbox"/> NO		DEA Schedule: (mark one)	
If Yes: DEA # (REQUIRED): _____ (attach current license)		<input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> IV <input type="checkbox"/> V <input type="checkbox"/> List chemical	
HAZARDS: <input type="checkbox"/> Antineoplastic <input type="checkbox"/> Carcinogen <input type="checkbox"/> Cytotoxic <input type="checkbox"/> Other: _____			
TEST(S) TO BE CONDUCTED <small>(MUST BE PROVIDED)</small>	METHOD <small>(MUST BE PROVIDED)</small>	LIMIT (Specification) <small>(AS REQUIRED)</small>	LABEL POTENCY <small>(IF APPLICABLE)</small>
If more than one Method is used please indicate individually			
1)	<input type="checkbox"/> USP/NF <input type="checkbox"/> EP <input type="checkbox"/> SMEWW <input type="checkbox"/> Other _____ <input type="checkbox"/> Customer Method _____		
2)			
3)			
4)			
5)			
6)			
7)			
REQUIRED FOR TESTING TO BEGIN		Celsis Laboratory Group Use Only:	
_____ Customer Signature			
_____ Date			
<small>Signature confirms customer understands and accepts the "Terms and Conditions" listed on page 2.</small>			

Terms and Conditions

I. CONFIDENTIALITY:

Celsis Laboratory Group maintains strict confidentiality with its customers. Formal Confidentiality agreements may be initiated by the customer or by Celsis Laboratory Group.

II. FINANCIAL INFORMATION:

1. Payment in advance is required for customers whose credit has not been established with Celsis Laboratory Group.
2. Payment terms are "NET due on presentation". 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.
3. Purchase orders or valid credit card information are **REQUIRED**. Contracts for Services without this information may cause delay in testing.
4. For third party billing a signed purchase order must be received from the party being billed for the service.
5. A surcharge of 100% or greater will be added for EXPRESS service. Prior approval for Express samples must be obtained.
6. Pricing is designed for single samples. Project discounts may be available. Quotations will be provided free of charge.
7. A minimum billing of \$25.00 will be charged on all samples including those samples cancelled at the customer's request.
8. Customers that request Raw Data will have a copy sent to them (at no charge) along with their report. There is a surcharge for copies of raw data when requested subsequent to original reporting.
9. Additional charges may be assessed (i.e. Hazardous samples) with customer approval.
10. Liability of Celsis Laboratory Group is limited to an amount no greater than the amount invoiced. This document supersedes any arrangements with regards to financial liability.

III. SAMPLE SUBMISSION:

1. Use this form as a master and make copies when submitting samples. Fill out form **COMPLETELY**, including product name, lot number, test, methods, claim, limits and the amount of sample sent. Incomplete information may cause a delay in receiving your results.
2. All results will be reported by the method supplied and/or identified. If claim and limits are not supplied, reported results will default to associated compendia limits.
3. Label the sample with the company name, product name and lot number.

IMPORTANT

4. Please pack samples appropriately to prevent breakage and to ensure samples are protected from moisture gain during shipment.
5. Because transportation of materials to our facilities can have significant impact on the moisture content of customer sample materials, Celsis Laboratory Group will not accept customer provided **Loss-on-Drying/moisture content** results. The LOD or water content assay will be performed at Celsis Laboratory Group prior to analysis and will be billed to customers at a flat rate of \$80/sample.
6. Hazardous substances must be appropriately labelled for the protection of office and laboratory personnel.
 - (a) The shipping carton exterior must be labelled as to the hazard enclosed - caustic, cytotoxic, antineoplastic, explosive, corrosive, toxic, or carcinogenic, etc..
 - (b) If available, the Material Safety Data Sheet (MSDS) must be provided with the sample.
 - (c) Samples may be analyzed in a Hazardous Materials Laboratory at Celsis Laboratory Group discretion.
 - (d) Additional charges may be applied.
7. Controlled Substances will be delayed if appropriate information is not supplied. This is to include:
 - (a) DEA number and schedule on the Contract for Analytical Services
 - (b) A copy of your current DEA registration certificate on file at Celsis Laboratory Group
 - (c) The concentration and the amount of controlled sample submitted
8. Please place Contract for Analytical Services, MSDS, 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 Celsis Laboratory Group's Sample Submission Form may delay results.
9. Samples submitted for EXPRESS service must be received by 10 am.
10. In calculating turn-around time, the day the sample is received is considered Day 1.

For example, if a customer chooses 5 day turn around time and samples arrive at one of the two Celsis sites on Monday, results will be complete by Friday.

IV. RETENTION AND DISPOSAL:

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