

**Samples will not be logged in for testing without a completed and signed Contract for Analytical Services. Please print information CLEARLY.**

<b>SEND REPORT TO:</b>		<b>SEND INVOICE TO:</b> <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		<b>CREDIT CARD:</b> <input type="checkbox"/> AMEX <input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA	
Fax		Cardholder Address	
Email		Name on Card	
<b>PO # (Required):</b>		Card #:	Exp.:
<b>Turnaround Time:</b> (select one): Express is subject to prior approval and availability. Standard - 10 Business Day Turnaround will be applied if left blank. <input type="checkbox"/> <b>Standard – 10 Business Days</b> <input type="checkbox"/> <b>Express- 5 Business Days</b> <input type="checkbox"/> <b>Express–Other Need By:</b> ___/___/___			
<b>Results Request:</b> Hard copies of Reports ONLY are always mailed regardless of selection. If no email address or fax is provided selection below will be mailed ONLY. <input type="checkbox"/> <b>EMAIL Report w/Raw Data</b> <input type="checkbox"/> <b>EMAIL Report ONLY</b> <input type="checkbox"/> <b>EMAIL Report ONLY (&amp; Include Raw Data in Mail with/Report)</b> <input type="checkbox"/> <b>FAX Report w/Raw Data</b> <input type="checkbox"/> <b>FAX Report ONLY</b> <input type="checkbox"/> <b>FAX Report ONLY (&amp; Include Raw Data in Mail with/Report)</b>			
<b>Additional Information/Special Instructions/Promotion Code:</b>			<b>Quote Number:</b> (Please attach a copy)
<b>Sample Name:</b> _____			
<b>Lot #:</b> _____			
Sample Date/Time (Applicable for Water): _____ Sample Quantity per Container: _____ Number of Containers _____			
Storage Conditions (choose one): <input type="checkbox"/> Room Temperature <input type="checkbox"/> Refrigerator (2° to 8°C) <input type="checkbox"/> Freezer(-15 to -25°C) <input type="checkbox"/> -70°C			
<b>HAZARDS:</b> <input type="checkbox"/> Antineoplastic <input type="checkbox"/> Carcinogen <input type="checkbox"/> Cytotoxic <input type="checkbox"/> Other: _____			
<b>Controlled Substance:</b> <input type="checkbox"/> NO <input type="checkbox"/> YES    If Yes: <b>DEA # (REQUIRED):</b> _____ (Attach copy of current DEA license) <b>DEA Schedule (Choose One):</b> <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			
<b>Note: If more than one Method is needed please indicate on separate lines.</b>			
<b>TEST(S) TO BE CONDUCTED</b> (MUST BE PROVIDED)	<b>METHOD</b> (MUST BE PROVIDED)	<b>LIMIT (Specification)</b> (AS REQUIRED)	<b>LABEL POTENCY</b> (IF APPLICABLE)
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)			
<b>REQUIRED FOR TESTING TO BEGIN</b>		<b>Celsis Laboratory Group Use Only:</b>	
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 Analytical Services. ("Celsis") maintains strict confidentiality with its clients. Formal Confidentiality agreements may be initiated by the client or by Celsis.

### II. FINANCIAL INFORMATION:

1. Payment in advance is required for clients whose credit has not been established with Celsis.
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**. Orders submitted without this information may cause delays 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. Express is subject to prior approval and availability.
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. Clients 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 the raw data when requested after initial sending is completed.
9. Additional charges may be assessed (e.g. hazardous samples).
10. Shipping costs will be charged to clients that would like containers, coolers or ice packs returned.
11. Liability of Celsis is limited to an amount no greater than the amount invoiced.

### III. SAMPLE SUBMISSION:

1. If using the Online Sample Submission Form, you will have the opportunity to print the completed document for your records. (A confirmation code will be provided. This should be included with the sample). If using the Print Sample Submission Form, you must include the original with your sample.
2. Fill out the form **COMPLETELY**, including product name, lot number, test, methods, and the amount of samples sent. Incomplete information may cause a delay in receiving your results.
3. 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.
4. Label the sample with the company name, product name and lot number. Samples received without a lot number will be entered as "N/A".

#### IMPORTANT

5. Please pack samples appropriately to prevent breakage and to ensure samples are protected from moisture gain during shipment.
6. Because transportation of materials to our facilities can have significant impact on the moisture content of client sample materials, Celsis 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 Celsis and will be billed to clients at a flat rate of \$80/sample.
7. When growth is obtained during microbial enrichment testing, a gram stain will be performed and billed to clients at a flat rate of \$60/Colony.
8. **Hazardous substances** must be appropriately labeled for the protection of office and laboratory personnel.
  - (a) Shipping carton exterior must be labelled as to the hazard enclosed; caustic, cytotoxic, antineoplastic, explosive, corrosive, toxic, or carcinogenic, etc.
  - (b) Material Safety Data Sheet (MSDS) must be provided with the sample.
  - (c) Samples may be analyzed in a Hazardous Materials Laboratory at Celsis discretion.
  - (d) Additional charges may be applied.
9. **Controlled Substances** will be delayed if appropriate information is not supplied. This is to include:
  - (a) DEA number and schedule on the Sample Submission Form.
  - (b) A copy of your current DEA registration certificate on file at Celsis (or included with sample).
  - (c) The concentration and the amount of controlled sample submitted.
10. Please place Sample Submission Form, 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 the Celsis Online or Print Submission Form for Analytical Services may delay results.
11. Samples submitted for EXPRESS service must be received by 10 am.
12. In calculating turn-around time, pending all appropriate documentation is in order, the day 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. For International orders, please allow sufficient time to clear customs.*

### 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 clients for their disposal.
3. Unless alternate arrangements have been made, raw data will be retained for 7 years after final report date.

For questions regarding the above information please contact our Client Services Department: [LABinfo@celsis.com](mailto:LABinfo@celsis.com) or 1-732-346-5100 for the New Jersey Division, and 1-314-487-6776 for the Saint Louis Division.