



# Sample Submission Form

Company		DUE DATE	
Contact		Internal Use Only	
Address		<b>Service Required</b> <input type="radio"/> Regular Turn Around Time – 10 days <input type="radio"/> Rush – 2 – 3 days ( 50% surcharge applies) <input type="radio"/> Emergency – 1 day (100% surcharge applies) <input type="radio"/> Other/ Specify _____ <b>Note: Rush and Emergency testing require prior arrangement with LLC Lab.</b>	
City	Province/State		
Postal/Zip Code	Tel. No		
E-mail	Fax. No		
Report Submission			
<input type="radio"/> Fax <input type="radio"/> E-mail <input type="radio"/> Other/Specify _____ <input type="radio"/> Mail – Courier Info:		<b>Sample Storage Conditions</b> <input type="radio"/> Room Temperature <input type="radio"/> Protect From Light <input type="radio"/> Refrigerate (2°C to 8°C) <input type="radio"/> Freezer ( -10°C to -25°C) <input type="radio"/> Other/ Specify _____	
Sample Disposal		Special Handling/Treatment Instructions:	
<input type="radio"/> Dispose Sample 30 days from Report Date <input type="radio"/> Return Sample – Courier Info:		Special Hazard Information: MSDS Provided?    Yes    No	

Sample and Test Information				
Lot/ID No.	Sample Name (s)	Qty	Test(s)/Method(s)	Limits/Specification

Current Method(s):	Provided?	Yes	No	Validated?	Yes	No	Transferred?	Yes	No
Comments									
Submitted by (Print Name) :			Signature				Date		

**Note: LLC Lab accepts samples by mail or courier to the address below.**

Internal Use only		
Sample Condition Upon Receipt		
Comments		
Sample Received by (Print Name):		Date
Signature		Date