

| Contact Information                                                                                                       |    | Payment Information         |                                                                                |      |
|---------------------------------------------------------------------------------------------------------------------------|----|-----------------------------|--------------------------------------------------------------------------------|------|
| Name                                                                                                                      |    | Company                     |                                                                                |      |
| Company                                                                                                                   |    | Bill to Address             |                                                                                |      |
| Address                                                                                                                   |    | Address (2)                 |                                                                                |      |
| Address (2)                                                                                                               |    | City, State/Province        |                                                                                |      |
| City, State/Province                                                                                                      |    | Zip/Postal Code             |                                                                                |      |
| Zip/Postal Code                                                                                                           |    | Country                     |                                                                                |      |
| Country                                                                                                                   |    | Phone                       |                                                                                |      |
| Phone                                                                                                                     |    | PO Number                   |                                                                                |      |
| Quote Number                                                                                                              |    | Email (CC Receipt)          |                                                                                |      |
| Report Results to (list emails)                                                                                           |    | Credit Cardholder Name      |                                                                                |      |
|                                                                                                                           |    | Credit Card Number          |                                                                                |      |
|                                                                                                                           |    | Credit Card CVV Code        |                                                                                |      |
| Information is only released to the contact above. If others are permitted to receive information, list their names here. |    | Credit Card Expiration Date |                                                                                |      |
|                                                                                                                           |    | Credit Card Type            | <table border="1"> <tr> <td>Visa</td> <td>MC</td> <td>Amex</td> </tr> </table> | Visa |
| Visa                                                                                                                      | MC | Amex                        |                                                                                |      |

| Turnaround Time                                    |
|----------------------------------------------------|
| <b>STANDARD</b> - Approximately 10 business days   |
| <b>RUSH</b> - 5 business days (100% surcharge)     |
| <b>PRIORITY</b> - 2 business days (200% surcharge) |

| Regulatory Information                    |                                  |
|-------------------------------------------|----------------------------------|
| Regulatory services incur a 75% surcharge |                                  |
| No Regulations                            | GMP 21 CFR 210/211<br>21 CFR 820 |
| FIFRA 40 CFR 160                          | GLP 21 CFR 58                    |
| TSCA 40 CFR 792                           | NRC                              |
| RCRA                                      |                                  |

| Special Handling                                                                                         |
|----------------------------------------------------------------------------------------------------------|
| Dry prior to analysis (provide conditions below) (\$33 per sample)<br>_____ Hours _____ °C Vacuum Yes No |
| Grind (\$54 per sample, subject to rush surcharge)                                                       |
| Cold Storage (2 to 8°C) (\$11 per sample or \$43 per 5+ samples)                                         |
| Freezer Storage (-18 to -25°C) (\$11 per sample or \$43 per 5+ samples)                                  |
| Freezer Storage (-70°C) (\$11 per sample or \$43 per 5+ samples)                                         |
| Handle under Nitrogen (\$37 per sample, subject to rush surcharge)                                       |
| Handle under Argon (\$40 per sample, subject to rush surcharge)                                          |

| Replicates                                                        |           |            |             |
|-------------------------------------------------------------------|-----------|------------|-------------|
| Single                                                            | Duplicate | Triplicate | Other _____ |
| Duplicate if 1 <sup>st</sup> analysis disagrees with theory/range |           |            |             |
| Note: A 100% surcharge is added for each additional replicate     |           |            |             |

| Data Delivery              |
|----------------------------|
| Raw Data (\$60 per sample) |

| Sample Information    |        |                    |
|-----------------------|--------|--------------------|
| Sample Identification | Amount | Sample Composition |
|                       |        |                    |
|                       |        |                    |
|                       |        |                    |
|                       |        |                    |
|                       |        |                    |
|                       |        |                    |
|                       |        |                    |
|                       |        |                    |
|                       |        |                    |
|                       |        |                    |

| Sample Disposition After Testing                                                                                                                                   |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| The sample remains your property at all times. Select one of these options                                                                                         |
| <b>Discard</b> [By checking this box, you certify that the material is suitable for disposal in a sanitary landfill. This is not available for hazardous samples.] |
| <b>Return to Sender</b> [Non-hazardous: \$8/spl or \$19/batch of 3 or more. Hazardous: \$90/spl or batch.]                                                         |

| Hazards                             |                               |              |
|-------------------------------------|-------------------------------|--------------|
| <b>SDS</b><br>Required if hazardous | Unknown                       | Inhalation   |
|                                     | Biohazard<br>(\$9 per sample) | Pyrophoric   |
| <b>No SDS</b>                       | Cytotoxic                     | Reproductive |

| Testing Information                                                   |                 |               |                  |
|-----------------------------------------------------------------------|-----------------|---------------|------------------|
| Test Requested                                                        | Detection Limit | Theory/Range* | Method/Procedure |
|                                                                       |                 |               |                  |
|                                                                       |                 |               |                  |
|                                                                       |                 |               |                  |
|                                                                       |                 |               |                  |
|                                                                       |                 |               |                  |
|                                                                       |                 |               |                  |
|                                                                       |                 |               |                  |
|                                                                       |                 |               |                  |
|                                                                       |                 |               |                  |
|                                                                       |                 |               |                  |
| *Are the stated Theory/Range values regulatory specifications? Yes No |                 |               |                  |

| Notes & Comments |                                                                                                                         |               |                 |  |  |
|------------------|-------------------------------------------------------------------------------------------------------------------------|---------------|-----------------|--|--|
|                  |                                                                                                                         |               |                 |  |  |
| <b>Internal</b>  | <table border="1"> <tr> <th>Date Received</th> <th>Internal Lab ID</th> </tr> <tr> <td> </td> <td> </td> </tr> </table> | Date Received | Internal Lab ID |  |  |
| Date Received    | Internal Lab ID                                                                                                         |               |                 |  |  |
|                  |                                                                                                                         |               |                 |  |  |

## ➤ **Terms and Conditions**

A sample submitted for testing constitutes acceptance of Galbraith's Terms and Conditions. See our Catalog of Services or website at [www.galbraith.com](http://www.galbraith.com) for our Terms and Conditions.

## ➤ **Types of Service**

### **Turnaround Time**

The standard service is approximately ten (10) business days from the date of sample receipt. The rush\* service is five (5) business days from the date of sample receipt and is subject to a 100% surcharge. The priority\* service is two (2) business days from the date of sample receipt and is subject to a 200% surcharge.

*\*Rush and Priority services may not be available for all orders, please contact us for availability at 1-877-449-8797 or at [labinfo@galbraith.com](mailto:labinfo@galbraith.com).*

### **Data Delivery**

Laboratory reports are emailed as soon as they are available. Laboratory reports can be provided by mail if requested. A certified copy of raw data is available for a fee of \$60 per sample (subject to rush surcharges).

### **Regulatory Testing**

Galbraith Laboratories provides support for regulated studies, including FDA, EPA and NRC. This service is available for a 75% surcharge.

The service includes: fulfillment of regulatory requirements, oversight by a project manager, 100% inspection of final reports against raw data, random in-process performance audits and sampling inspection of logs. A regulatory compliance statement is included on the final report when applicable.

## ➤ **Sample Information**

### **Sample Preparation/Handling**

Please use good sampling techniques. Our analysis is based on the sample submitted which should be representative of a larger batch or lot. Prior to analysis, we homogenize multi-phase samples as completely as possible (extra fees may apply). Samples that need to be handled under an inert atmosphere will be subject to a surcharge. We offer cold and freezer storage for \$11.00 per sample (volume discounts apply; please request a pricing quote). Any sample requiring special handling may be subject to additional charges; please email us at [labinfo@galbraith.com](mailto:labinfo@galbraith.com) for a pricing quote.

### **Sample Size**

To determine the approximate sample size required for your testing, please consult your quote or the list of services on our website at [www.galbraith.com](http://www.galbraith.com). If sample mass is limited, please contact us to discuss your specific needs. In general, detection limits are based on sample size used. Be advised that most test methods are destructive in nature. When possible, please provide an approximate theory or range for requested tests. This will enable us to best select test conditions. If repeat analyses are required due to lack of information, additional charges may apply. If trace analysis is required, please let us know since differing procedures, samples size, and additional cost may apply.

### **Sample Delivery**

We accept deliveries Monday through Friday (except holidays), 8:00 AM – 4:00 PM. Samples received after 3:00 PM are processed the following business day. Samples may be delivered at alternate times only by prearrangement. Please indicate RUSH or PRIORITY on the outside of packaging when applicable. Samples also may be dropped off at our location - 2323 Sycamore Drive, Knoxville, TN 37921.

### **International Shipments**

If you are shipping a sample from outside the United States, please complete the required TSCA paperwork. Samples shipped without the proper TSCA paperwork may be held up in customs.

### **Sample Return**

The original sample remains the client's property at all times. Samples submitted for analysis are not retained for regulatory purposes. We retain hazardous samples for a minimum of 30 days and non-hazardous samples for a minimum of 60 days prior to disposal or return. Any unused sample portions that are not suitable for disposal in a landfill or sewer are returned. Samples stored under special storage conditions are retained under special conditions for 7 days beyond the reporting date.

### **Hazardous Samples**

To help protect the safety of our employees, provide a Safety Data Sheet for any hazardous sample. If an SDS is not available, please provide as much information regarding the sample as possible. Galbraith does not accept radioactive samples (>500pCi or >1100 dpm), samples containing PCBs (>50ppb), any pyrophoric material that spontaneously combusts upon exposure to air, or any live virus.

## ➤ **Payment**

Fees are billed to the name entered in the Payment Information section on the Analytical Request Form. If a name is not listed, fees are billed to the company name listed. Unless a credit arrangement has been established and a valid purchase order submitted, fees must be paid upfront by check, ACH, wire or credit card. VISA, MasterCard and American Express cards are accepted. If using a purchase order, please indicate the number on the order form. All payments are to be submitted in U.S. Dollars. Standard payment terms are net 30 days. For payment questions, please email [accountsreceivable@galbraith.com](mailto:accountsreceivable@galbraith.com).