

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		Email	
Quote Number		PO Number	
Report Results to (List emails)			
<small>Information is only released to the contact above. If others are permitted to receive information, list their names here.</small>			

Turnaround Time
STANDARD - Approximately 10 business days
RUSH - 5 business days (100% surcharge)
PRIORITY - 2 business days (200% surcharge)

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

Regulatory Information	
Regulatory services incur an 85% surcharge	
No Regulations	GMP 21 CFR 210/211 21 CFR 820
FIFRA 40 CFR 160	GLP 21 CFR 58
TSCA 40 CFR 792	NRC
RCRA	QA Custom

Data Delivery
Raw Data (\$75 per sample)

Special Handling
Dry prior to analysis (provide conditions below, \$37 per sample)
_____ Hours _____ °C Vacuum Yes No
Grind (\$54 per sample, subject to rush surcharge)
Cryogenic Grind (\$132 per sample, subject to rush surcharge)
Cold Storage (2 to 8°C) (\$14 per sample or \$63 per 5+ samples)
Freezer Storage (-18 to -25°C) (\$14 per sample or \$63 per 5+ samples)
Freezer Storage (-70°C) (\$14 per sample or \$63 per 5+ samples)
Handle under Nitrogen (\$39 per sample, subject to rush surcharge)
Handle under Argon (\$42 per sample, subject to rush surcharge)

Sample Information		
Sample Identification	Amount	Sample Composition

Sample Disposition After Testing
The sample remains your property at all times. Select one of these options
Discard [By checking this box, you certify that the material is suitable for disposal in a sanitary landfill. This is not available for hazardous samples.]
Return to Sender [Non-hazardous: \$12/spl or \$26/batch of 3 or more. Hazardous: \$90/spl or batch.]

Hazards		
SDS Required if hazardous	Unknown	Inhalation
	Biohazard (\$15 per sample)	Pyrophoric
No SDS	Cytotoxic	Reproductive

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

Notes & Comments	

Internal	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 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.*

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 \$75 per sample (subject to rush surcharges).

Regulatory Information

Galbraith Laboratories provides support for regulated studies, including FDA, EPA and NRC. This service is available for a 85% 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. Visit

<https://galbraith.com/quality-assurance/> for more information.

➤ **Sample Information**

Sample Preparation and Special 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 \$14.00 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 for a pricing quote.

Sample Identification

Please use a detailed sample ID that matches the information on the sample container. If there are major discrepancies in the sample ID, then someone from Galbraith may reach out for additional information since the sample ID is used as the main identifier for listing sample results on the final laboratory report.

Sample Amount

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. If sample mass is limited, please contact us to discuss your specific needs. In general, detection limits are based on the 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 Composition

For sample composition, please describe the material in detail. To avoid possible complications with the analysis, it is helpful to be aware of any major components, additives, or any special characteristics of the material. This information can be used to choose the most appropriate method for testing (if none is listed). For more space to describe the sample make-up, use the Notes & Comments section or add additional sheets of paper, as appropriate. For example, many manufacturers are able to attach specification sheets, previous lot certificates, or product brochures for helpful information.

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 Disposal or 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 credit card, a 4% surcharge will be added to the total cost. 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 labinfo@galbraith.com.