SAMPLE SUBMISSION FORM



Please include a copy of this form with samples or send a digital version to enquiries@glass-ts.com

Glass Technology Services contact/department (leave blank if unknown)					
Company ¹		Contact name¹			
Telephone number		Email ²			
Address					
Quote reference		Purchase order no.			
Expected sample arrival date (if not enclosing with samples)		Today's date			
Turnaround time ³ Standard	d 5 day 3 day	Signed			
Safe handling4: Please indicate which safety document you have provided or if material is non-hazardous please select "N/A": MSDS/SDS MSDQ Other N/A					
Storage conditions ⁵ : Ambi	ent Refrigerated Frozen	Other (Please specify):			
Supporting documentation	I/A Product specification	Other (Please specify):			
Permission for destructive _{Yes} No N/A testing?:					
Material name:	Client sample reference(s)	Analysis requirements (tests/ methods/desired outcomes) ⁶	Statement of conformity required ⁷ ? (Y/N)		
		use the table on the following page			

If you need additional space, please use the table on the following page

Any other relevant information (specification limits/expected levels etc.)

Please tick if you require any remaining sample(s) to be returned after analysis⁸

For our overseas customers that may be concerned about Britain's exit from the EU and how it will affect our services, please read our <u>Post-Brexit service update</u>.

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SAMPLE SUBMISSION FORM CONTINUED

Material name:	Client Sample Reference(s)	Analysis Requirements (Tests/ Methods/Desired Outcomes) ⁶	Statement of Conformity Required ⁷ ? (Y/N)

If you have any additional comments, please write them in the box below

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¹ These will be the Company and name stated on the Certificate of Analysis.

² The certificate of Analysis will be enailed to the address(s) given here.
³ Unless otherwise stated, turnaround time is typically 10 working days from the receipt of sample(s), payment/purchase order, and all
information required for analysis. Shorter turnaround times and specific deadlines must be agreed in advance and are subject to a surcharge.
⁴ This is required for a COSHH assessment, which has to be performed before samples can be analysed.
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Please refer to our website or contact us directly if you are unsure.
 If a statement of conformity is required please detail the test method/standard and/or supply a specification. <u>Read about the decision rule</u>.
 Please note that there will be a surcharge for this service.

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