

Sample submission form

Samples will not be processed unless all information is completed on this form. A print copy must be included in your sample shipment.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Purchase order no. | | | Click here to enter text. | | | | | | |  | Quote/proposal no. | | Click here to enter text. | | | | | |
| Report recipient details: | | | | | | | | | | | | | | | | |  | |
| Contact name(s) | | | Click here to enter text. | | | | | | |  | Company | | Click here to enter text. | | | | | |
| Contact email(s) | | | Click here to enter text. | | | | | | |  | Address | | Click here to enter text. | | | | | |
| Alternative contact email | | | Click here to enter text. | | | | | | |  |
| Telephone no. | | | Click here to enter text. | | | | | | |  |
| Sample information and testing requirements | | | | | | | | | | | | | | | | |  | |
| Pre-agreed turnaround time | | | | | Choose an option. | | | | |  | Disposal | Choose an option. | | | | | | |
| Testing to GMP? | | Yes  No | | | | Controlled drug? | | Yes  No | Hazardous? If yes, enclose MSDS | | | Yes  No | | Temperature monitor enclosed? | | Yes  No | | |
|  |  | | |  | | | |  |  | | | |  |  |  | | |  | |
|  | Sample description | | | **Sample references**  **e.g. batch number** | | | **Testing requirements** | | **Method / specification / limit / expected level / not applicable** | | | | **Storage\*** | **No. of Containers** | **If >1 container** | | | **Sample quantity supplied per container (g/ml)** | |
| **1** | Click here to enter text. | | | Click here to enter text. | | | Click here to enter text. | | Click here to enter text. | | | | Choose an option. | Click here to enter text. | Choose an option. | | | Enter quantity. | |
| **2** | Click here to enter text. | | | Click here to enter text. | | | Click here to enter text. | | Click here to enter text. | | | | Choose an option. | Click here to enter text. | Choose an option. | | | Enter quantity. | |
| **3** | Click here to enter text. | | | Click here to enter text. | | | Click here to enter text. | | Click here to enter text. | | | | Choose an option. | Click here to enter text. | Choose an option. | | | Enter quantity. | |
| **4** | Click here to enter text. | | | Click here to enter text. | | | Click here to enter text. | | Click here to enter text. | | | | Choose an option. | Click here to enter text. | Choose an option. | | | Enter quantity. | |
| **5** | Click here to enter text. | | | Click here to enter text. | | | Click here to enter text. | | Click here to enter text. | | | | Choose an option. | Click here to enter text. | Choose an option. | | | Enter quantity. | |

\*If the storage field is not completed, RSSL reserve the right to decide on the appropriate storage condition. Where possible, this will be derived from technical agreements on file, package labelling, existing documented knowledge or scientific rationale as defined in RSSL SOP-66. Otherwise, the project will be held at ambient until resolved.

If you have more than 5 samples, place your cursor after the final cell on the right and press the Return key to add another row to the table. If desired, you can copy and paste the text fields and drop-down lists from a previous row.

To confirm the accreditation status of the proposed testing, please view RSSL’s [UKAS Schedule](https://www.ukas.com/download-schedule/1216/Testing/). By completing this form and submitting samples to RSSL, the customer is entering a legally binding contract and accepts the Terms of Service for payment and performance of services by RSSL unless amended by both parties in writing or by contract. [RSSL’s Terms and Conditions](https://www.rssl.com/why-choose-rssl/terms-and-conditions) apply.