



# Sample Submittal Form

Please Fill Out All Applicable Items:

Company \_\_\_\_\_

Date Submitted \_\_\_\_\_

Contact \_\_\_\_\_

Hauser Contact \_\_\_\_\_

Address \_\_\_\_\_

**Turnaround Time Requested** \_\_\_\_\_ **Surcharge** \_\_\_\_\_

• Standard (2 weeks or less) \_\_\_\_\_ None

• Rush (3-5 work days) \_\_\_\_\_ 50%

*\*Rush requires Project Manager approval. Please call 720.406.4800*

• Emergency Rush (1-2 work days) \_\_\_\_\_ 100%

*\*Rush requires Project Manager approval. Please call 720.406.4800*

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Invoice Address (if different from above) \_\_\_\_\_

Method of Payment:  PO# \_\_\_\_\_  Check # \_\_\_\_\_  Credit Card

Storage Requirements (place X on line): \_\_\_\_\_ Room Temp. \_\_\_\_\_ Refrigerate \_\_\_\_\_ Freeze

Special Handling Instructions (place X on lines that apply): \_\_\_\_\_ N/A \_\_\_\_\_ Controlled Substance \_\_\_\_\_ Hazardous (include MSDS)

Other \_\_\_\_\_

Special Testing Instructions: \_\_\_\_\_

**NOTE: All results are sent via email unless otherwise requested by client.**

**NOTE: Samples retained for a minimum of 30 days unless otherwise requested by client. (Microbiology samples retained for a minimum of 7 days.)**

Sample Type (ex. food, solvent, powder, soil, water)	Client Sample ID / Name	Total # of Containers	Analyses Requested	Expected Concentration in Sample

Relinquished By (signature): \_\_\_\_\_ Date: \_\_\_\_\_

Relinquished By (signature): \_\_\_\_\_ Date: \_\_\_\_\_

Relinquished By (signature): \_\_\_\_\_ Date: \_\_\_\_\_

Received By (signature): \_\_\_\_\_ Date: \_\_\_\_\_

Received By (signature): \_\_\_\_\_ Date: \_\_\_\_\_

Received By (signature): \_\_\_\_\_ Date: \_\_\_\_\_

### Fill Out When Returning Samples to Clients

Relinquished By (signature): \_\_\_\_\_ Date: \_\_\_\_\_

Relinquished By (signature): \_\_\_\_\_ Date: \_\_\_\_\_

Relinquished By (signature): \_\_\_\_\_ Date: \_\_\_\_\_

Received By (signature): \_\_\_\_\_ Date: \_\_\_\_\_

Received By (signature): \_\_\_\_\_ Date: \_\_\_\_\_

Received By (signature): \_\_\_\_\_ Date: \_\_\_\_\_