

LAB JOB No: \_\_\_\_\_

## STANDARD LABORATORY REQUEST FORM: CHAIN OF CUSTODY

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**CLIENT INFORMATION**

 Name: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Email: \_\_\_\_\_  
 \_\_\_\_\_  
 Fax: \_\_\_\_\_ Fax results?   
 Phone: \_\_\_\_\_ Email results? 
**PROJECT INFORMATION**

 Project Name: \_\_\_\_\_  
 Project ID: \_\_\_\_\_  
 Sampled By: \_\_\_\_\_

**BILLING INFORMATION**

 Purchase Order No: \_\_\_\_\_  
 Verbal Authorization: \_\_\_\_\_  
 Credit Card Type (e.g. MC/Visa/AMEX.): \_\_\_\_\_  
 Credit Card #: \_\_\_\_\_  
 Expiry Date: \_\_\_\_\_ CVV \_\_\_\_\_

**TURNAROUND TIME (TAT): Check ONE if all samples are the same/or see below.**

Turnaround Time	Standard Charge	Reg. Business Hrs.
STD - Standard (5-7 bus. days)		9am to 5pm
3D - Three-Day (72 hrs.)	+25%	Samples received after 2pm
SR - Semi Rush (48 hrs.)	+50%	are considered next day orders.
R - Rush (24 hrs.)	+75%	
SD - Same Day - 100%	+100%	

SURCHARGES MAY APPLY  
Custom quotations (if applicable) will be reflected on final billing.  
CALL for: Emergencies, Bulk Quotes, or other Questions.

LAB SAMPLE ID	CLIENT'S SAMPLE ID AND DESCRIPTION	SAMPLING DATE/TIME	SAMPLE MATRIX	CONTAINER NO. and TYPE	TAT (Above)	ANALYSIS REQUESTED (Check or Specify)							NOTES	
						Metals	PHCs	VOCs	PAHs	PCBs				

**Relinquished by:**  
 Name: (print) \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Date & Time: \_\_\_\_\_  
 Method of Shipment: \_\_\_\_\_

**Client's Comments:**  
 \_\_\_\_\_  
 \_\_\_\_\_

**Received by (Internal):**  
 Name: \_\_\_\_\_  
 Date & Time: \_\_\_\_\_

**Laboratory Remarks:**  
 \_\_\_\_\_  
 \_\_\_\_\_

**Regulatory Requirements:**  

<b>Reg. 153</b>	<b>Sewer Use</b>
Table _____	<input type="checkbox"/> Sanitary
<input type="checkbox"/> Residential / Parkland	<input type="checkbox"/> Storm
<input type="checkbox"/> Industrial / Commercial	Region _____
<input type="checkbox"/> Agricultural	
<b>Soil Texture</b>	<b>Reg. 558</b>
<input type="checkbox"/> Coarse <input type="checkbox"/> Med/Fine	<input type="checkbox"/> TCLP