



27082 Burbank Street, Foothill Ranch, CA 92610-2508
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Test Request Form

Lab # _____
 (ACTA USE ONLY)

Complete one form for each Certificate of Analysis--if more than one sample is listed, all samples will be reported on the same Certificate of Analysis. All sections must be completed. Print the completed form, sign, date and submit to ACTA with the sample(s).

PO # _____

Send Certificate of Analysis to:

Contact _____
 Company _____
 Phone: _____
 E-mail _____
 E-mail _____
 E-mail _____
 E-mail _____
 Results by E-mail and Mail E-mail Only
 Address _____
 City _____ State _____
 Zip _____ Country _____

Send Invoice to:

Same as Certificate Information

Contact _____
 Company _____
 Phone: _____
 E-mail _____
 E-mail _____
 E-mail _____
 E-mail _____
 Address _____
 City _____ State _____
 Zip _____ Country _____

Sample Name _____
Lot # _____ **Batch #** _____
Code # _____ **Other** _____

Turn Around Time

- Standard
- STAT
(50% Surcharge for rush testing)
- PRIORITY STAT
(100% Surcharge for testing Initiated upon receipt.)

Sample Storage

Samples will be stored as indicated prior to and after testing

- Room Temperature
- 2° to 8°C (fridge)
- 25° to -10°C (freezer)
- Other _____

Final Sample Disposition

- Return to Client
(Charge for Shipping)
- Store at ACTA for not less than two weeks
(Perishable samples (e.g., water) will be disposed of after testing has been completed.)
- Discard after testing

Final Data Disposition

- Return to Client After 10 Years (Charge for costs)
- Discard After 10 Years (No Cost)

Shipping Condition

- Ambient
- On Ice
- On Dry Ice

Special Instructions _____

Hazard Information (label outside of shipping package) _____

Sample Type

- FDA Regulated
- Not FDA Regulated

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Tests Requested <i>(Must Be Provided)</i>	Methodology <i>(Must Be Provided)</i>	Specification <i>(Must Be Provided)</i>

Signed By _____

Date _____

By signing this Test Request Form you agree to ACTA's Terms and Conditions (Effective 10-15-09).
Please visit www.actalabs.com to view a copy of the Terms and Conditions.
The Terms and Conditions will also be printed on the back of the Certificate of Analysis issued after testing.

Quantity / Packaging **(ACTA USE ONLY)**

Condition of Sample on Receipt	Time Received	Date	Initials

Sample Receipt Verified By/Date _____