**Please circulate to:**

[Sample.management@intertek.com](mailto:Sample.management@intertek.com); [asgenquiries@intertek.com](mailto:asgenquiries@intertek.com)

|  |  |  |  |
| --- | --- | --- | --- |
| Company: |  | Phone No.: |  |
| Name: |  | Email: |  |
| Date: |  | Quote Reference: |  |
| Purchase Order: |  | Address to Include in CoA: |  |

*Number of Packages submitted: ……*

**Sample Information**  *NB: The Test Substance will be stored at delivery temperature with no special handling considerations unless specified below.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sample Name** | **Sample Lot/ Batch Number/ Reference for reporting** | **Number of samples.** | **Physical description** | **Storage Requirement** | **Testing Summary/Comments** | **Limit/ Specification or reference/ expected determinant level.** |
|  |  |  |  | Choose an item. |  |  |
|  |  |  |  | Choose an item. |  |  |
|  |  |  |  | Choose an item. |  |  |
|  |  |  |  | Choose an item. |  |  |
|  |  |  |  | Choose an item. |  |  |
|  |  |  |  | Choose an item. |  |  |
| Additional Storage Conditions:  Additional comments: | | | | | | |

MSDS supplied: Yes , No  ***Ensure MSDS is attached to the package’s exterior***

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Chain of Custody (to be completed by Intertek)** | | | | | | | | | |
| **Date of Delivery** |  | | | **Time** | |  | | | |
| **Courier Number** |  | | | | | | | | |
| **No. packages delivered** |  | | **No. samples delivered** | | | | |  | |
| **Packages and samples in satisfactory condition?** | Yes | | | | No **(if no please give details below)** | | | | |
|  | | | | | | | | |
| Transport/Sample condition on receipt **(please confirm transport condition on receipt e.g. Dry Ice and sample condition on unpacking e.g. frozen)** | Ambient | Cooled | | | Wet Ice | | | | Dry Ice |
| Sample Condition: | | | | | | | | |
| **If no information provided samples will be stored at conditions as supplied.** | | | | | | | | | |
| Storage Temperature Conditions | Ambient | | | | Fridge 2-8°C (Cooled) | | | | |
| Freezer -20°C (Wet Ice) | | | | Freezer -80°C (Dry Ice) | | | | |
| Storage Location **(please provide details)** |  | | | | | | | | |
| Samples logged into Study Manager? | Yes | | | | No | | | | |
| OST Signature |  | | | | Date | |  | | |
| Verified by: Delivery Team Signature. |  | | | | Date | |  | | |

|  |
| --- |
| Additional Comments: |