❑ **A Testing Request Form is our contract with you, the customer, to provide the analysis needed.**

❑ **It communicates what samples you are sending and what analysis you want and how quickly you need the results.**

❑ **Please complete and send us the Forms before sending your samples, so we can best plan our work in advance and get results to you as quickly and efficiently as possible.**

❑ **We require the Form to be in Excel format because we have an in-house program that is able to automatically read the Form when communicated in that format.**

❑ **After completing the Testing Request Form, please send an electronic copy to:**

testing.request@precilab.com

❑ **When we receive your Testing Request Form, we check whether is it complete.**
If we have questions, we will contact the submitter who is the single point of contact for this testing request.

Over the next several pages, this presentation will explain in detail what information is needed in each section of the testing request.

PRECILAB

Company:	
Address:	
Test requested by:	
Phone # :	
Results Distribution List / Main	
Results Distribution List / CC	

This section identifies you as the customer.

Please fill out:

❑ **Your Company name and address**

❑ **Your contact information so we can contact you with any questions**

❑ **The email addresses you would like us to email and CC results to**

PRECILAB

This section is for you to fill out the purchasing information so we can use to create an invoice once the work is completed.

❑ Please fill out either a PO number or credit card information.

❑ Additional space is provided for any additional purchasing information you may need to communicate to us or to your own organization.

*** Purchasing information may be required for samples to be processed ***

[no purchasing information will be provided by PRECILAB staff]

Provide a Purchase Order number (if any), mention "No PO number needed" or leave the box empty		
For credit card, please include the last four digits of the card and the name of the card holder. Example :	xxx-6406	
	James Smith	
Additional purchasing information:		
Please communicate all new PO # to admin@precilab.com. For new credit cards, please call Accounts Receivable at 972-661-8160 x210 or 214-325-7929		

Please note that, provided other specific agreement, completed purchasing information must be submitted before we can start any analysis

PRECILAB

Testing Request Form – Invoicing Information

Please fill out the email distribution lists for invoices

*** Invoice distribution list is required for samples to be processed ***

Invoice Distribution List / Main	
Invoice Distribution List / CC	

Please note that we must have completed invoicing information before we can start any analysis

Please send your completed Testing Request Form in Excel format to:
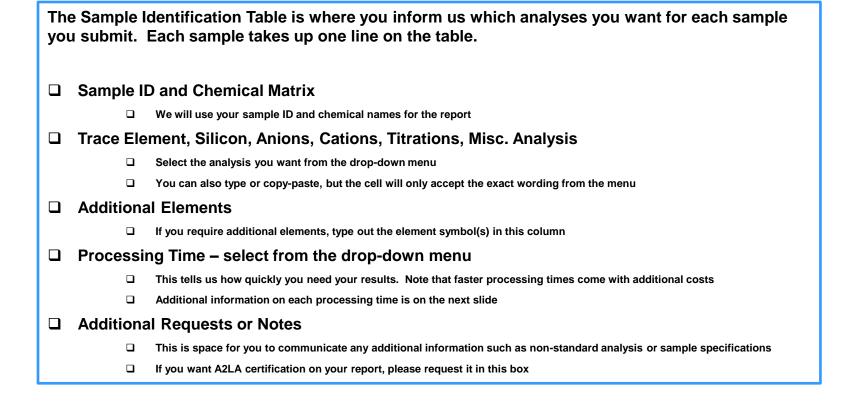**testing.request@precilab.com**

The Excel format allow us to process directly your information in our computer system with less risk of error of transcription

PRECILAB

Sample ID	Chemical Matrix	Trace Element Analysis		Silicon	Anions	Cations	Titrations
		# of Elements (select)	Additional Elements (specify)	(select)	(select)	(select)	(select)

s	Titrations	Misc. Analysis	Processing Time		Additional Requests or Notes	Lab comments For PRECILAB internal use only
	(select)	(select)	(select)	Requested reporting time		

The Sample Identification Table is where you inform us which analyses you want for each sample you submit. Each sample takes up one line on the table.

- **Sample ID and Chemical Matrix**
    - We will use your sample ID and chemical names for the report

- **Trace Element, Silicon, Anions, Cations, Titrations, Misc. Analysis**
    - Select the analysis you want from the drop-down menu
    - You can also type or copy-paste, but the cell will only accept the exact wording from the menu

- **Additional Elements**
    - If you require additional elements, type out the element symbol(s) in this column

- **Processing Time – select from the drop-down menu**
    - This tells us how quickly you need your results. Note that faster processing times come with additional costs
    - Additional information on each processing time is on the next slide

- **Additional Requests or Notes**
    - This is space for you to communicate any additional information such as non-standard analysis or sample specifications
    - If you want A2LA certification on your report, please request it in this box

Testing Request Form – Processing Time Codes

The Processing Time Codes

PRECILAB offers four different processing times:

❑ **Next Day**

  ❑ This is PRECILAB's standard processing time. If a sample is received by 4:00PM, results will be available by close of business the next working day.

❑ **Next Day Time Limited**

  ❑ This processing time is available for a limited number of samples and is a request that we publish results by a specified time before close of business.

  ❑ Samples must be received by 5:00PM to be eligible for this processing time.

❑ **Same Day RUSH**

  ❑ Samples received before 12:00PM (noon) with this processing time will be reported the same working day.

❑ **Call-in RUSH**

  ❑ Any samples received outside of our standard laboratory hours (8:00AM to 5:00PM, Monday to Friday, excluding holidays) will be classified as Call-in RUSH

  ❑ Results will be delivered as soon as possible, in order to help you in an emergency

❑ **Please note that samples received after these times may take an additional working day**

PRECILAB

Testing Request Form – Examples

Sample ID	Chemical Matrix	Trace Element Analysis		Silicon (select)	Anions (select)	Cations (select)	Titrations (select)	Misc. Analysis (select)	Processing Time			Additional Requests or Notes
		# of Elements (select)	Additional Elements (specify)						(select)	Requested reporting time		
Examples												
Khhj348-0T	0.49% HF	10 Elements	Hg, Se	Total Si (ICP-OES)	4 Anions (ppb)	NH4	Assay		Next Day Time Limited	9:00am		Na PPM level
oTn334-Tank 01	Methanol	26 Elements				6 Cations			Call-in RUSH			
1230190ff	PGMEA	67 Elements			7 Anions (ppb)				Same Day RUSH			
1230191RTG	PGME	USP Elements					GC-FID		Next Day			AL2A accredited report

As a guide, these Examples are providing a short set of sample identification and chemical nature and a selection of some of the available analytical tests you can request.

Information on the offered analytical testing options can be found on our website www.precilab.com

A description of the **trace elements** we offer for testing can be found at:

http://www.precilab.com/services/trace-element-analysis/metallic-impurities/

A description of the **ions** we offer analysis of can be found at:

http://www.precilab.com/services/trace-element-analysis/anions-cations/

PRECILAB

We have modified our Testing Request Forms to facilitate the communication of your needs.

PRECILAB uses a custom software to automatically extract the information from the Testing Request Form you are submitting - under the Excel spreadsheet format - in order to minimize typos and data transfer errors.

We would love to hear from you if you have any feedback, questions or suggestions related to these Testing Request Forms.

We will quickly answer to questions regarding any type of analysis you may want or that PRECILAB could provide.

In either case, please email us at

testing.request@precilab.com

Or call us at

+1 972 661 8360 Extension 0

Thank you for being a PRECILAB customer : We appreciate your business !

PRECILAB