

# SAMPLE SUBMISSION ACCEPTANCE NOTE

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## COMPANY DETAILS:

Company name\* \_\_\_\_\_

Company division\* \_\_\_\_\_

Physical address\* \_\_\_\_\_

Technical contact person \_\_\_\_\_ Position in company \_\_\_\_\_

Email \_\_\_\_\_

Tel / mobile number \_\_\_\_\_

Accounts contact person \_\_\_\_\_

Email \_\_\_\_\_

Tel / mobile number \_\_\_\_\_

VAT registration number \_\_\_\_\_

Quotation number \_\_\_\_\_

Purchase order number \_\_\_\_\_

\* Please indicate whether these details have changed since last sample submission

By completing and submitting this Acceptance Note it is confirmed that: (a) the Terms & Conditions (click here) have been read, understood and are agreed to and (b) the Special Considerations (click here) have been read, understood and are considered.

**PLEASE NOTE: ORDER WILL BE PROCESSED ONLY ONCE AN ACCEPTANCE NOTE AND PURCHASE ORDER IS RECEIVED.**

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Sample Number	Sample Name / Traceability details	Test	Method	Storage Conditions	FACTS OFFICE USE		Important Notes
					Sample Conditions	Number of Samples	
#							<p><b>WHICH METHOD SHOULD I CHOOSE?</b> View your quote to confirm which method was selected.</p> <p><b>DEFAULT METHODS</b> If no method is selected, our default method will be used for selected tests.</p> <p><b>METHOD ACCREDITATION</b> View our testing catalogue (click here) for more information on our accreditation status.</p>
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Special Requests							Comments
Reason for analysis							