

TEST REQUEST FORM - CHEMISTRY SECTION

Section 1: Customer Name and Address

Company name: _____	Attention: Onesmus Ashipala Section Head Chemistry Section E-MAIL: ashipalao@nsi.com.na TEL: +264 64 216600 FAX: +264 64 200151 ADDRESS: P.O Box 123, Walvis Bay, Namibia	<i>Stamp</i>
Postal Address: _____ Town: _____		
Tel No: _____ Fax No: _____		
Requestor: _____ Requestor Signature: _____		
E-mail address: _____		
Purchase Order No (Attach Document): _____		
Sample submitted by (Name in print): _____		

Section 2: Sample information

Date and Time sample collected: _____ Sample description: _____ Sampling location / vessel: _____ Sampler: _____	For official use only
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Sample ID <small>*(list name as should be indicated on test report)</small>	Analysis required (v)	Cost (N\$) Including 15% VAT	Sample Flow No	TIC	Sample condition on receipt (Tick): 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/>
Food					
A	ASP - HPLC (TM/B/01)	N\$ 2 210.80			1-Frozen; 2-Chilled (fresh, slight or no odour); 3-In cooler box, on ice; 4-In cooler box, no ice; 5-Sufficient sample; 6- Sample request form filled in correctly Sample conditions acceptable: <input type="checkbox"/> Sample rejected - condition received Unsuitable: <input type="checkbox"/>
C	PSP - MBA (TM/B/03)	N\$ 1 373.88			
D	Cd & Pb - AAS GF (TM/B/07)	Cd		N\$ 1 024.69	
		Pb		N\$ 1 024.69	
E	Hg - DMA 80 (TM/B/06)	N\$ 1 024.69			
F	Lipophilics – LC MS MS (TM/B/08)	Routine Samples		N\$ 1 616.60	
		Ad hoc Samples		N\$ 3 058.03	
H	Histamine – LC MS MS (TM/B/05)	Single Test		N\$ 1 753.99	
		9 Tests + Average		N\$ 3 520.57	
Water Quality					
J	pH - pH Meter (TM/B/09)	N\$ 74.48			Sample condition on receipt (Tick): 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 1-Propylene/Plastic bottle; 2-Sufficient sample; 3- Sample request form filled in correctly Sample conditions acceptable: <input type="checkbox"/> Sample rejected - condition received Unsuitable: <input type="checkbox"/>
K	Conductivity & TDS - Conductivity Meter (TM/B/10)	Con.		N\$ 82.89	
		TDS		N\$ 82.89	
L	Turbidity - Turbidimeter (TM/B/11)	N\$ 111.00			
M	Salinity - Salinity Meter (TM/B/12)	N\$ 102.12			

Special request/Comments from customer: _____

Please note that the information on this form, is what shall appear on the Test Report. Therefore, customer to ensure that all the relevant details to be reflected on the Test Report is supplied accurately and appropriately indicated on this form. For turnaround time information, please refer to ED191 available at sample reception or the NSI website: www.nsi.com.na

Abbreviations: ASP-Amnesic Shellfish Poisoning, PSP-Paralytic Shellfish Poisoning, Cd-Cadmium, Pb-Lead, Hg-Mercury, MBA-Mouse Bioassay,

AAS GF-Atomic Absorption Spectrometry Graphite Furnace, Con-Conductivity, TDS-Total Dissolved Solids, MU-Measurement Uncertainty

Transport and/or Sampling on behalf of client (VAT included) @ N\$ 575.88

Referral Handling Fee (VAT included) @ N\$ 130.52

Original Report Re-print Fee (VAT included) @ N\$ 91.59

Un-returned Sample Bottle Fee (VAT included) @ N\$ 114.49

Mileage charge for sampling @ N\$ 4.50/km

Please note: Transport to any outside laboratories will be charged at courier company rates.

For official use only

Section 3: Customer communication records

Communication with customer upon sample reception or after received:	Signature
Name of company representative consulted:	Sign:..... Date:..... Time:.....
Name of company representative consulted:	Sign:..... Date:..... Time:.....
Name of company representative consulted:	Sign:..... Date:..... Time:.....

Customer complaint handling procedures as per QM 7.9

Customer confidential and proprietary information will be made available to external parties i.e assessors, auditors and law makers.

Samples submitted with only purchase order number and not purchase order document shall not be accepted.

This Test Request Form serves as contractual agreement between the Requestor and NSI Testing Centre for services being rendered.