Request For Testing / Client Enquiry Form	Tayside Scientific Services, James Lindsay Place, Dundee, DD1 5JJ. Tel: 01382 307170 Email: scientific.services@dundeecity.gov.uk

Client Name:

Section A – to be completed for new clients only:

Contact Name:

Contact Address:	**Invoice Address:** (see note 1)

Telephone No:	**Email:** (see note 2)	**Emailed reports acceptable?** (see note 3) Yes ☐ No ☐

Section B – complete each relevant part for all sample submissions:

Client Reference / Purchase Order Number:

Description of Test Item: (see note 4)

Test/analysis required: (see note 5)

Sample Site: (see note 6)	**Sample Point:** (See note 7)	
Taken By:	**On:** (date)	**At:** (time)

Other Details: (See note 8)

Client's Comments / Instructions: (See note 9)

Asbestos turnaround:	24hr ☐	48 hr ☐	7 days ☐	14 days ☐	1 month ☐

Water Type: Mains Water ☐ Complaint ☐ Private Water Supply Type B ☐
Private Water Supply (previously Type A) ☐ Sewage Enquiry ☐
Swimming Pool / Spa ☐ Other Water ☐

Microbiology foods and waters: Cool box temperature on receipt at lab: °C

Section C – client enquiry (<u>for lab use only</u>):	
Date of enquiry: / /	**Person receiving enquiry / providing quotation:**
Received by: Phone ☐ Email ☐ Person ☐ Other ☐	
Test/analysis required – record details above in Section B.	
Price quoted per sample:(see note 10) **£**	**Expected number of samples:**
Turnaround time quoted:	**Contract Number:**(see note 11)

<u>NOTES</u>

1. Please additionally provide an invoice address if it differs from the contact address.
2. Test Reports will be sent to the email address supplied.
3. Test Reports can be sent by Royal Mail but will incur extra cost. Please contact laboratory for current pricing.
4. For a food sample, this should be the true or legally required name.
5. For samples requiring determination of metals, please state if total or dissolved metals analysis is required.
6. This will normally be the name of the premises or general location where the item was obtained
7. Where required, this should define the location within the sample site where the item was obtained.
8. Include any tag / batch numbers etc. Details included here will appear on your Test Report.
9. Enter any other pertinent details. Details here will not appear on your Test Report.
10. All quotations are exclusive of VAT and are valid for 3 months from the date of enquiry.
11. Only complete if contract number provided to client.