Tayside Scientific Services (TSS)

Sample Submission Form

**Instructions:**

If you have been given a contract number (prefixed TSS) please enter it below and complete the ‘Sampled by/Date’ field and columns (A), (B) and (C).

If you do not have a contract number please complete all applicable fields below.

|  |  |
| --- | --- |
| **Contract Number (prefixed TSS)** | **TSS**  |
| **Company Name & Address**  |  |
| **Invoice Address (if different from above)** |  |
| **Contact Name**  |  |
| **Telephone Number** |  |
| **Email Address** | *(Test Reports will be emailed to this address unless indicated otherwise)* |

|  |  |
| --- | --- |
| **Sampled By/Date**  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **(A)** | **(B)** | **(C)** | **(D)** | **(E)** | **(F)** |
| **Client Reference Number****(PO No may be used)** | **Sample Description** | **Sample Point/Location (if applicable)** | **Analysis/Examination Required****(suite code may be stated- typical suites and codes are available on our website)** | **Price Quoted (£) excluding VAT**  | **Turnaround Quoted (working days)** |
|  |  |  |  |  |  |

|  |
| --- |
| **For Laboratory Use Only** |
| Date Received: | Time Received:  | Received By: |

Please see our website <https://www.dundeecity.gov.uk/tayside-scientific-services> for our current Terms and Conditions and applicable policies.

I have read and understood the Terms and Conditions and policies (please mark ‘X’ in box)

This form, once complete, should be emailed to scientific.services@dundeecity.gov.uk prior to the delivery of the samples. Alternatively, it may be printed and submitted with the samples.