Include the following in the package with the samples: 1 – A completely filled out Sample Submission Form.

2 – MSDS(s) for sample(s)

3 – Payment information

**(Failure to comply with these instructions will result in a delay of sample analysis)**

|  |  |  |
| --- | --- | --- |
| Customer Contact Information | Ship To | Bill To |
| Customer Name: | ggg | Click here to enter text. |
| Company Name: | Click here to enter text. | Click here to enter text. |
| Address: | Click here to enter text. | Click here to enter text. |
| City, State, Zip Code: | Click here to enter text. | Click here to enter text. |
| Phone Number | Click here to enter text. | Click here to enter text. |
| E-mail Address for Results: | Click here to enter text. | |
| Industry | Click here to enter text. | |

|  |  |
| --- | --- |
| Payment Information (Hard Copy Purchase Order or Credit Card information is required prior to releasing results) | |
| Purchase Order # or Credit Card # | Click here to enter text. |
| Contact person for the purchase order or Name on credit card | Click here to enter text. |
| Expiration date / Security Code / Type of Card | Click here to enter text. |
| Provide E-mail for CC holder or PO contact for invoicing | Click here to enter text. |

|  |  |  |
| --- | --- | --- |
| Type of Services | Surcharge Prices | Would you like you samples returned? |
| Rush (next samples analyzed) | $300 + $600 = $900 |  |
| Priority (2-4 working days) | $300 + $150 = $450 | Yes No Shipping Account Number: |
| Normal (typical <7 working days) | $300 |  |

|  |  |
| --- | --- |
| Sample Information and Analysis Conditions | |
| Sample Description or Sample Type (e.g. carbon, silica, lactose) | Click here to enter text. |
| Solution recommended to disperse sample in: | Click here to enter text. |
| All samples will be analyzed using our Standard Operating Procedures, however if you provide details of a specific method, such as an ASTM, ISO or in-house validated method, we will follow that method. | Click here to enter text. |

|  |  |  |  |
| --- | --- | --- | --- |
| Customer Sample ID | Sample requires GMP testing? | Sample Storage Instructions | Sample Classification |
| Click here to enter text. | Yes No | Room Temp Refrigerate | Non-Hazardous Hazardous |
| Click here to enter text. | Yes No | Room Temp Refrigerate | Non-Hazardous Hazardous |
| Click here to enter text. | Yes No | Room Temp Refrigerate | Non-Hazardous Hazardous |
| Click here to enter text. | Yes No | Room Temp Refrigerate | Non-Hazardous Hazardous |
| Click here to enter text. | Yes No | Room Temp Refrigerate | Non-Hazardous Hazardous |

Vision Analytical Incorporated, 8724 Sunset Drive, Suite 403, Miami, Florida 33173

[www.ParticleShape.com](http://www.ParticleShape.com) [Lab@ParticleShape.com](mailto:Lab@ParticleShape.com) Tel: 305-801-7140

Sample Submission Requirements

The following information is to be used when submitting samples to Vision Analytical Lab Services. The quantities noted are for typical analysis and includes enough material to repeat an analysis if necessary.

A sample submission form is needed for all projects. Please include either a purchase order or credit card number for billing purposes. Please note: Services for customers outside the US are pre-pay only.

The more information you can supply about your sample the faster we can get the results back to you. We have to make critical decisions prior to analyzing your sample and the more information we have, the better our ability to choose correctly and obtain quality results on the first try.

Samples submitted for particle size and shape should also include information about how to properly disperse the sample. Please also include any special situations you are investigating in your process. For example, if you are sending different samples and are interested in understanding the differences between them all, please indicate this so we create an overlay of all shape measures and have our scientists report on these specific needs.

General Requirements:

1. It is the customer’s responsibility to make sure the sample supplied is representative of the entire sample. Our lab is responsible for using an appropriate aliquot of material as received.
2. Analysis method development usually requires at least three times the recommended minimum sample quantity and is not included in the list price for analysis.
3. Identify each sample and give chemical name if available. Material Safety Data Sheet (MSDS) are required for our safety!
4. Please provide sample preparation and/or analysis procedures if known. This is especially important if trying to duplicate a previous analyses or customer results.
5. Some tests are destructive, so if you require your sample to be returned for additional testing, please indicate that on the sample submission form.

Please supply at least 100 grams of dry granular material.

Vision Analytical Lab (VAL) Services TERMS AND CONDITIONS

1. ACCEPTANCE OF ORDERS VAL reserves the right to correct any and all typographical, computational or clerical errors made in the preparation of quotations and specifications or to refuse any orders deemed inappropriate. Any representations, warranties or terms regarding this order made by any person, including dealers and representatives of VAL, which are inconsistent or in conflict with the terms and conditions stated herein shall not be binding upon VAL. Orders submitted by the customer which contain terms or conditions modifying, adding to or inconsistent with the terms and conditions herein contained will not be binding to VAL. The terms and conditions herein contained shall be the sole and exclusive terms and conditions relating to this order.

2. PRICING Prices are subject to change without notice. The prices quoted are subject to any federal, state, municipal or other taxes if applicable. Priority service (2-4 day turnaround) is available at a 50% surcharge. RUSH service (next sample analyzed) is available at a 200% surcharge. Depending on the current workload, RUSH service may not be available. Customers should gain prior approval on rush samples to ensure turnaround times.

3. ORDERS AND ORDERING INFORMATION All orders are subject to acceptance by VAL at its main office in Miami, Florida, U.S.A. Orders should be sent to Vision Analytical Inc, 8724 Sunset Drive, #403, Miami, Florida 33173, U.S.A. Orders may be cancelled by the purchaser only upon written notice to VAL and only if the services or items ordered have not already been processed or are currently in process. If an order has been cancelled and samples are to be returned to client, the client shall provide shipping details and payment to cover the costs of returning the samples. This cost will include the shipment cost plus a minimum handling fee of $50.00.

4. TERMS OF PAYMENT Net amount of invoice is due and payable no later than thirty days after date of invoice and should be made payable to Vision Analytical Inc. 8724 Sunset Drive, #403, Miami, Florida 33173. VAL may require full or partial payment in advance and will notify the customer if special payment terms are needed. In the event that VAL shall be required to employ counsel in order to collect the money due under this order, customer agrees that it shall pay VAL reasonable attorneys’ fees, court costs, and/or collection agency fees. International customer terms are pre-payment, via wire transfer, unless prior arrangements have been made.

5. SHIPMENT AND RISK OF LOSS It is the policy of VAL not to place insurance on the samples received from customers. If the customer has need to insure specific samples, VAL will be notified in writing and provisions will be made to have the samples insured. The cost for insuring the samples will be agreed upon by VAL and the customer and will be based on rates determined by our corporate insurance provider.

6. REGULATORY PROVISIONS VAL certifies that it will comply with all applicable requirements of Sections 6, 7 and 12 of the Fair Labor Standards Act, as amended, and of regulations and orders of the United States Department of Labor issued under Section 14 thereof. The company will also comply with any other applicable federal, state and local laws. VAL is compliant to cGMP/GLP guidelines, is registered with the US Food and Drug Administration, and is licensed by the US Drug Enforcement Agency. Proper documentation is available upon request.

7. LIABILITY AND LIMITATION OF DAMAGES VAL shall never be liable for loss or damage that is the result of inaccurate or incomplete information or material that is not supplied on time by or on behalf of the client. The client shall guarantee the accuracy and completeness of information that is essential for the project. VAL shall not be liable, under any circumstances, for any amount in excess of the cost of the services performed. The client shall be liable for loss or damage suffered by VAL or its employed or engaged personnel during the execution of the order, except where there is an intentional act or omission or of gross negligence by VAL.

8. DELIVERY Results will be sent to customers either by email in the form of pdf file unless otherwise specified by the customer on the sample submission form. VAL will retain results on a secure, protected network for a period of 5 years. Quoted turnaround time is approximate and based on the prompt receipt of all necessary information by VAL. VAL shall not be liable for any delay of results due to reasons beyond the control of VAL.

9. SAMPLES AND SAMPLE RETURNS Customer samples will be retained for a period of three (3) month after completion of project. Sample results are maintained for a period of 5 years after completion of project. Longer storage of samples and sample results is available and is subject to additional fees as agreed upon by VAL and the customer. It is the customers’ responsibility to ensure the sample received is representative of the entire sample. If special care is required or requested, VAL shall be notified by customer and may require additional fees. Samples not suitable to disposal will be returned to the customer for proper disposal at the customers’ expense.

10. CONFIDENTIALITY OF SAMPLES AND DERIVED INFORMATION Samples received by VAL are confidential and proprietary information of the customer. VAL will not disclose or otherwise share the samples or information derived from this project with a third party, including one to be designated under an ASSIGNMENT OF ORDER, as defined in paragraph 11, without first obtaining written permission from customer.

11. ASSIGNMENT OF ORDER VAL may assign this order or any portion thereof for performance by a third party. VAL shall be responsible for proper completion of the order under the terms of this order form in the event of such assignment. VAL are also responsible for ensuring the contracting lab has performed the work assigned according to established and approved procedures.