

**ORBIT RESEARCH & CONSULTANCY**  
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Lab # \_\_\_\_\_  
**( ORC USE ONLY )**

Complete one form for each Certificate of Analysis--if more than one sample is listed all.  
 All sections must be completed.  
 Print the completed form, sign, and submit to ORC with the sample(s).

PO # \_\_\_\_\_

**Send Certificate of Analysis to:**

Contact \_\_\_\_\_  
 Company \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 Results by  E-mail and Mail  E-mail Only  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_  
 Zip \_\_\_\_\_ Country \_\_\_\_\_

**Send Invoice to:**

Same as Certificate Information

Contact \_\_\_\_\_  
 Company \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_  
 Zip \_\_\_\_\_ Country \_\_\_\_\_

Sample Name \_\_\_\_\_  
 Lot # \_\_\_\_\_ Batch # \_\_\_\_\_  
 Code # \_\_\_\_\_ Other \_\_\_\_\_

Tests Requested (Must Be Provided)	Methodology (Must Be Provided)	Specification (Must Be Provided)

**Turn Around Time**

- Standard
- STAT  
(50% Surcharge for rush testing)
- PRIORITY STAT  
(100% Surcharge for testing Initiated upon receipt or requiring weekend work)

**Sample Storage**

- Samples will be stored as indicated prior to and after testing
- Room Temperature
  - Other \_\_\_\_\_  
(Verify that ORC can accommodate the "other" storage condition prior to sending samples to ORC)

**Final Sample Disposition**

- Return to Client  
(Charge for Shipping)  
Store at ORC for not less than two weeks
- Discard after testing

**Shipping Condition**

- Ambient
- On Ice
- On Dry Ice

Special Instructions \_\_\_\_\_

Hazard Information (label outside of shipping package) \_\_\_\_\_

**Sample Type**

- IS Regulated
- Non IS Regulated

**After Completion Print, Sign &  
Submit to ORC with the sample(s)**

Lab # \_\_\_\_\_

## Terms and Conditions

**(ORC USE ONLY)****Fees**

The fees charged for testing are in accordance with ORC's Price List or a specific quote. ORC reserves the right to change its fees without notice, but will always inform and require agreement from its clients of price changes prior to initiation of work.

**Methods**

The choice of methods used to test the client's product is the responsibility of the client.

**Sample Submission**

Clients must submit samples to ORC in packaging that is appropriate for the sample. Clients must submit written instructions to ORC for the services to be performed. The client must use an ORC Test Request Form, and complete all sections. Additional documentation may be included with the Test Request Form to provide additional instructions to ORC.

**Sample Storage**

Prior to and after testing, samples will be stored as requested by the client on the Test Request Form.

**Sample Retention**

The sample will be retained as requested by the client on the Test Request Form.

**Certificates of Analysis**

Test results will be issued on a report or Certificate of Analysis (report). The results and interpretation apply to the sample tested only: any additional interpretation of the results is the responsibility of the client. The report may not be reproduced, except in full, without the written approval of ORC. The report may not be used for advertising or other public use without the written approval of ORC. The report will state the work that was performed by ORC. "Validation" is not performed as part of the testing results reported unless it is indicated on the report. A copy of the completed, signed report will be archived at ORC.

\_\_\_\_\_  
Signed By\_\_\_\_\_  
Date

**BY SUBMITTING SAMPLES TO ORC, YOU AGREE TO THE TERMS AND CONDITIONS ABOVE**

Quantity / Packaging

*(ORC USE ONLY)*

Condition of Sample on Receipt

Time Received

Date

Initials

Sample Receipt Verified By/Date \_\_\_\_\_