



Staffordshire Scientific Services  
 14 Martin Street  
 Stafford ST16 2LG  
 Tel: (01785) 277825  
 staffs-scientific@staffordshire.gov.uk

## Staffordshire Scientific Services Sample Submission Sheet

Customer Name:		Quote Number :
Contact Address <sup>1</sup> :		Is Sample or Packaging to be Returned*:      Yes / No
		Turn Around Time <sup>2*</sup> :      Fast / Standard
Tel:	Email:	
Contact Name:		Sheet ..... of.....

Sample received by:	Date:	Time:
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Where did you hear of the service:	PO Number:	Sample Storage Time <sup>†*</sup> :
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Sample Ref. No.	Sample Name/Details/Sampling date and time	Analysis Required	Lab. Ref. No. (Lab use only)

Known Hazards and Special Measures:	Please make cheques payable to: "Staffordshire County Council"	
	Customer Signature:	Date:

<sup>1</sup>Please provide an invoice address overleaf if it is different from the contact address.  
<sup>2</sup>Standard turnaround times are approximately 10-15 days (working). Faster turn around times (of less than 5 working days) may be available on sample submission and are subject to an additional cost.  
<sup>†</sup>Disposal of samples will occur 14 working days after the date marked on the laboratory report unless there is a written request or statutory requirement to the contrary.  
 \*Additional Cost may be incurred for these services. Please contact us for details

Please provide Invoice Address if different than contact address:

### STANDARD TERMS AND CONDITIONS

1. Established Customers - for those Customers with an established payment record, an invoice will be sent out following the issue of the final report. The due amount shall be payable to **Staffordshire County Council**, as indicated on the appropriate invoice no later than 1 month after receipt.
2. Non-Established Customers - for those who do not have an established payment record, an invoice will be sent out following completion of work. The due amount shall be payable to **Staffordshire County Council**, as indicated on the appropriate invoice before a report can be issued. Alternatively, payment may be made in full on sample submission to the laboratory.
3. In the event of non-payment, Staffordshire Scientific Services reserves the right to suspend collections, testing of samples, onsite visits, and retain certificates or other documents until the account is settled in full.
4. Samples should be submitted as soon as possible. Some parameters are not stable and any delays in submission or issues with inappropriate storage may lead to the results being compromised. Please contact us for advice.
5. Any personal data supplied to Staffordshire Scientific Services will only be used for the supply of the requested services. The information will be held in accordance with the Staffordshire County Council record management and retention policy.
6. Information contained within this document may be subject to the Freedom of Information Act 2000 and the Data Protection Act 1998.
7. A copy of this form should be kept by the customer.
8. Staffordshire Scientific Services undertakes to comply with the Health and Safety at Work Act. It is essential that the Customer conforms to the same legislation and is responsible for advising Staffordshire Scientific Services, in writing, of details relating to samples which are deemed contaminated or suspected of being contaminated with substances likely to be harmful to Health, Safety & Welfare. These may also include known chemicals or suspected chemical materials submitted for testing. Where available, a Material Safety Data Sheet (MSDS) should be submitted with the sample.
9. Standard turnaround times are approximately 10-15 days (working). Faster turn around times (of less than 5 working days) may be available and are subject to an additional cost.
10. All work will be carried out within the laboratory where possible, with any sub-contracted work being identified in the final report
11. Disposal of samples will occur 14 working days of the date marked on the laboratory report unless there is a written request or statutory requirement to the contrary.
12. Staffordshire Scientific Services may amend the Terms and Conditions herein at any time and without prior notice of consent.