



SAMPLE SUBMISSION FORM

1. Client Information

Contact Name		Company	
Phone Number		Email	
Service Estimate		PO# (Required)	
Third Party Shipper		Shipper Contact Name/Phone#	

NOTE: Third Party Shippers should include a copy of the completed Sample Submission Form with all shipments

2. Sample Information

Controlled Substance(s)/List Chemical(s)	<input type="checkbox"/> Yes <input type="checkbox"/> No	DEA Registration# (Please attach copy)	
Schedule (If Applicable)	<input type="checkbox"/> CI <input type="checkbox"/> CII <input type="checkbox"/> CIII <input type="checkbox"/> CIV <input type="checkbox"/> CV <input type="checkbox"/> LC	222 Form # (If Applicable)	
Storage Condition	<input type="checkbox"/> Room Temperature <input type="checkbox"/> Refrigerate Upon Arrival <input type="checkbox"/> Store Frozen (Temp _____) <input type="checkbox"/> Light Sensitive		
Special Handling Instructions	_____		
Sample Disposition	<input type="checkbox"/> Standard - 60 Days <input type="checkbox"/> Return to Client <input type="checkbox"/> Retain for _____ Weeks	Rush Service (Prior Approval Required)	<input type="checkbox"/> Yes

Metrics Contract Services requires a MSDS be available to employees prior to initiation of laboratory work. Please be advised that, if an MSDS is not submitted with a shipment, it will be necessary to place the sample(s) ON HOLD until one is obtained.

3. Sample Tracking (Completed by Metrics Contract Services)

Transaction Number	_____	Date/Time Received	_____
Condition Upon Receipt	<input type="checkbox"/> Ambient <input type="checkbox"/> Intact <input type="checkbox"/> On Cold Packs <input type="checkbox"/> Damaged (See Description Below) <input type="checkbox"/> On Dry Ice		
Carrier	<input type="checkbox"/> FedEx <input type="checkbox"/> UPS <input type="checkbox"/> Airborne <input type="checkbox"/> Other _____		
Assign To	_____		

4. Sample Details

Sample Description	Lot #	Test(s) Requested	Number of Samples

For Questions, please email the Sample Management Group at Sample.Manager@maynepharma.com

