

****Please take the request form with you every time to get the report****



Testing / Analysis Request Form

④ For Officer
Request No.
Date...../...../.....
Sale Order No.....
Invoice No.

① For Client

Name of Client / Organization.....
 Individual ID Card/Passport
 Juristic person Tax Identification No.
Address For Report Phone Fax
 For Receipt.....
 Report Sending Address Email :

Type of Business / Industrial..... Contact person after job finished
Contact/send Invoice Phone No..... by Fax No..... Email :

Details of Sample Date of sending sample...../...../.....
Sample name :
Sample Code :
Identification of Sample : Lot. No. Product No.
Others..... Quantity Sample (s) Piece (s)
Storage instruction Room Temperature In refrigerator Others Caution(if any).....
 None radio active materials None flammable materials If no specific detail available, please identify source :

Testing Technique / Method / Service requirements/Analysis details

Referred to Quotation No Referred to P.O. No

Result format Analytical results Analytical results with report Interpretation / Opinions
Report written in Thai English
Received Report Report Received by Client Report Sent by mail (Service Fee 50 Baht)
 PDF file report via E mail :

Need sample back No Yes, received by client (Allow to destroy if not collect within 30 days) Yes, sent by mail (Service Fee 90 Baht)

Payment Conditions Paid in full on the date of service application.
 Paid in full on the date of result/report collection, a Purchase Order signed by the client's authorized person and a copy of the ID card with his/her signature are required, **or** a Quotation accepted by the client's authorized person and a copy of the ID card with his/her signature are required, **or** a Quotation signed by client's authorized person with his/her power of attorney affixed 30 Baht's stamp duty. **Exception: individual/juristic person who is first-time customer, be in debt to MTEC (have accrual liability to MTEC).**
 Had an agreement No.

Note

- MTEC will not do the requested job of all samples having contaminated matters with radio active. If the contamination was found, any damage whatsoever will be responsibility of the client.
- Payment can be made by (1) cash (2) bank cheque payable to "National Metal and Materials Technology Center" (3) money transfer to Bangkok Bank (Public company) Sub-branch Science Park via "National Metal and Materials Technology Center" account no. 080-0-000846. Please fax pay-in slip back to 0 2564 6335 or e-mail : BDD-CS@mtec.or.th
- Report or analytical results will be delivered after MTEC receives the full payment.

Signature

(.....) (Block Capitals)

Client

Date...../...../.....

For Officer

Ext.
E-mail :

② Laboratory Officer (Name in Block Capitals) Date Received/...../.....
Received samples are as identification by client Yes No
Quantity Completed Not Completed because
Service Fee..... Baht Date of Report Deliver On...../...../.....
③ Attached document in case of paid in full on the date of result/report collection is completed Checked by.....