

# Project Request Form

Date:

## Section I - Customer Information

<b>Requested by:</b>			
<b>Company / Affiliation:</b>			
<b>Address:</b>			
<b>Telephone No:</b>	<b>Fax No:</b>	<b>Email:</b>	

## Section II - Project Request Details

<b>Sample(s) Description:</b> (please specify the name, quantity, size and composition if available)		
<b>Analysis Objectives / Details / Requirements:</b>		
<b>Result Requested:</b> <input type="checkbox"/> Test Report <input type="checkbox"/> Raw Data	<b>Result Delivery:</b> <input type="checkbox"/> Email <input type="checkbox"/> Client <input type="checkbox"/> Mail <input type="checkbox"/> Fax	<b>Sample(s) after Analysis *:</b> <input type="checkbox"/> Keep for pickup <input type="checkbox"/> Dispose
<b>Service Type **:</b> <input type="checkbox"/> Normal Service <input type="checkbox"/> Express Service		

- \* ASMAC will retain incoming samples for one month only and dispose afterward without further notice if NOT specified here.
- \*\* Normal service: 5 working days; Express service: 3 working days (1.5 X of the entitled charge). Please contact us directly by phone for urgent job request.

## Section III - ASMAC Used

Quotation No.:	Project No.:
Date of Job Confirmation:	Date of Sample Receipt:
Estimated Completion Date:	Analysis Completion Date:
Checked by:	Checked Date:
Person in Charge:	Result Issuance Date:
Remark(s):	

Please email or fax the completed form to ASMAC, our technical staff will contact you shortly.

### ASMAC Limited

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