

**ANALYTICAL RESEARCH LABORATORY (ARL) ANALYSIS REQUEST FORM – GENERAL**

Company / client name:		Purchase order #		Quote #	
Contact person(s):		Signature:		Date:	
Email address(es):					

 Please choose one  Standard 10 working day turnaround; or  Priority 5 working day turnaround time (100% surcharge)

Sample Name	Sample ID	Analysis requested (e.g. Identification, Assay type)	Method & Specification (e.g. BP 2014 NLT 28% w/w)	Binomial / species name <sup>^</sup>	Plant part	Solvent	Final Ratio	Form

**Comments / additional instructions:**

- Please attach / supply any relevant Safety Data Sheets (SDS).
- \* By requesting priority turnaround time on processing your analysis, you will incur a 100% surcharge (**double the price**) on the cost of the analysis if ARL completes the analysis by the due date.
- <sup>^</sup> This is requested simply to assist us in identifying your sample type. This won't be populated on your Certificate of Analysis (CofA).
- By submitting samples to ARL for analysis, you agree that you have read and understand ARL's Privacy Policy, located at: <https://www.scu.edu.au/analytical-research-laboratory---arl/contact-us/> and ARL's Terms and Conditions, located on our website at: <https://www.scu.edu.au/arl/terms-and-conditions.pdf>
- The information provided is true and correct. SCU accepts no responsibility for false information included herein. You may be charged for the reissue of a Certificate of Analysis (CofA) or invoice where the information provided on this form is incorrect.
- You will be liable for any Australian customs, quarantine or import fees and/or taxes incurred as a result of sending us your samples.

**ARL's postal address:**

 Analytical Research Laboratory (ARL)  
 Southern Cross University (SCU)  
 PO Box 157  
 LISMORE NSW 2480 Australia

**Received by:**

 Name:  
 Date:  
 Signature: