

# Chain of Custody and Sample Submission Form for Analytical Services

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**ASPEX**  
The Power to Perceive

NEW CUSTOMER    EXISTING CUSTOMER  
 DISTRIBUTOR

Page \_\_\_ of \_\_\_

REQUIRED FIELDS

Company Name: \_\_\_\_\_

Client name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Country: \_\_\_\_\_ Phone: \_\_\_\_\_

Email for reports: \_\_\_\_\_

ASPEX Salesperson: \_\_\_\_\_

ASPEX USE ONLY
ASPEX POC: _____
Company Code: _____
Job No: _____
Turnaround Time (Days): _____
Received by: _____
Date: _____

**PAYMENT INFORMATION**

Purchase Order Number: \_\_\_\_\_ Check Number: \_\_\_\_\_

Credit Card: *PLEASE REQUEST PAYMENT FORM*

**SAMPLE LOG and JOB DESCRIPTION**

Total Number of Samples Submitted: \_\_\_\_\_

Turnaround time:    5-10 days    Expedite (additional charges apply)

*Please list samples below. For additional samples use a separate page.*

ASPEX USE ONLY
Total Number of Samples Recvd: _____

Sample ID Number	Sample Name	Qty of Sample	Storage Condition	Analysis Requested† (see below)	ASPEX ID Number	ASPEX NB#/page

†Analysis requested: **SED**: Secondary Electron Image//**BSED**: Backscatter Electron Image//**EDX**: Elemental Composition  
**AFA**: Automated Feature Analysis// **MQA**: Metals Quality Analysis//**OTHER** (please specify): \_\_\_\_\_

**SAMPLE HANDLING AND STORAGE POLICY**

Include MSDS for every sample submitted. Samples will be retained by ASPEX for a maximum 30 days following the report submission date unless otherwise specified in this form. Additional shipping charges will apply for sample return.

