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Sample Submission Form - Analytical, Microbiology, Stability, Safety / In-Vitro

Submission Date:		Type of Testing: ☐ Analytical ☐ Microbiology ☐ Stability ☐ Safety/In-Vitro Toxicology			
Main Study Contact:		Phone #:		Fax:	
Company/Sponsor:		Email Address:			
Address 1:		Purchase Order #:			
Address 2:		CPTC Quote # (attach copy to expedite):			
City:	State:	Bill to Contact:		REQUIRED INFORMATION: This form or other paperwork should include: Client Contact information • <u>Regulatory Status</u> • Tests requested • Test method references, if applicable ("USP," client's method number, etc.) • Specifications, if applicable • Sample name, lot number and other ID info as you would like it to appear on your final report. Contact your salesperson or Client Services if you need assistance.	
Zip:	Country:	Bill to Address:			
CPTC Contact:		(if different)			
Additional Study Contacts:					

Regulatory Status (Check One): ☒ GMP 21 CFR 210/211 ☐ Non-Regulated/Research	Add'l Regulatory fees will apply: ☐ GLP 21 CFR 58 ☐ Other Regulated _____
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Sample Description: (Include sample name, other sample ID info)		Quantity & Size	Analyses Requested (include test method reference)	Specification (required for Analytical samples)
1	Lot Number: _____			Spec: _____ ☐ Per Monograph ☐ Report Results ☐ Attached ☐ Previously Sent
2	Lot Number: _____			Spec: _____ ☐ Per Monograph ☐ Report Results ☐ Attached ☐ Previously Sent
3	Lot Number: _____			Spec: _____ ☐ Per Monograph ☐ Report Results ☐ Attached ☐ Previously Sent

Special Instructions (information on special reporting requirements, etc.):		Controlled Substances (Add'l fees apply. Do not send CS samples without lab confirmation.) ☒ No, not a Controlled Drug ☐ Yes, it's a Controlled Drug		Disposition of Samples: Samples discarded after 15 days unless otherwise indicated. ☒ Discard after testing ☐ Return samples *Shipper #: _____ (*or \$30 min. shipping and processing charge)	
Analytical Study Turnaround Time: ☒ NORMAL turnaround is 15 working days (Prior approval required for faster turnaround and based on lab workload when submitted.) ☐ PRIORITY (10 Working days) - 25% Surcharge ☐ RUSH (5-9 Working days) - 50% Surcharge ☐ STAT (3-4 working days) - 100% Surcharge ☐ CRITICAL (1-2 working days) - 200% Surcharge		☐ For Litigation (add'l fees will apply) ☐ For FDA/EPA submission (add'l fees will apply)		Sample Storage (ambient is the default): ☒ Ambient ☐ Freezer (-10 to -25° C) ☐ Refrigerator (2-8° C) ☐ Freezer (-70° C) ☐ Add: Light Protected ☐ Other	
Client Signature:	Date:	Save Send	ESG Compliance Results are reported as PDF Reports. ☐ Please include hardcopy for \$25 plus \$25 shipping (international higher.)	CPTC Rec'd by:	Date: