



Job Request Form

CLIENT INFORMATION	
Company Name	
Company Address	
Contact Name	
Phone Number	
Email for sending invoice	
Email(s) for sending results	
Purchase Order #	
JOB INFORMATION	
ExcelPlas Job # (if allocated) OR Quotation # / Quotation Date (if known)	
Sample(s) Description	e.g. 2x membrane rolls, 50x50cm film, 1m pipe, extruded product, bottle, caps, etc.
Service(s) Required	e.g. please specify testing required including sample identification(s) and standard test method(s); for failure analysis, please provide details of failure including background information and/or photograph(s) of failure taken at site.
Additional Information / Special Instructions	

Test sample(s) will be disposed of 90 days after issuance of report(s) unless otherwise requested.

INSTRUCTIONS TO CLIENT

- Please complete, sign, and email this form back to lab@excelplas.com together with:
 - Purchase Order,
 - Relevant documentation (e.g. Data Sheet, Specification Document, or Material Safety Data Sheet),
- Print a copy of the completed form and send it together with your sample(s) to expedite identification, services, and testings required.

Signature	Date
Check here to electronically sign this document	

Job Request Form must be signed and dated to initiate testing

EXCELPLAS USE ONLY			
ExcelPlas Job #		Comments	