

Chain of custody	
Relinquished by <i>if required</i>	Date
<input type="text"/>	<input type="text" value=" / /"/>
Of	Time
<input type="text"/>	<input type="text" value=" :"/>
Received by	Date
<input type="text"/>	<input type="text" value=" / /"/>
Of	Time
<input type="text"/>	<input type="text" value=" :"/>

LIMS BATCH NUMBER

**Sample receipt advice (SAS use only)**

All samples received in good condition  
 Yes  No

All documentation in proper order  
 Yes  No

Samples received properly chilled  
 Yes  No

Samples received within recommended holding time  
 Yes  No

**Project details (to be completed by client)**

Job description\*

Email report to\*

Quote reference (if applicable)

Purchase order number

**Client details**

Company

Department

Contact person\*

Contact telephone\*

Contact mobile

Contact email\*

Postal address\*

Postcode

**Invoice details\* (  as per client details)**

Company

Contact person

Contact telephone

Postal address

Postcode

\* Mandatory fields

## Scientific Analytical Services (SAS) Sample submission form

Sample information							Tests required					Notes
Sequence number	Sample description	Date sampled	Time sampled	Matrix (Solid/Aq)	Grab/composite	No. of bottles	E.g. pH, metals suite					
Example	Kitchen tap	01/07/2013	14:00	Aq	Grab	1						Metals suite to include Ca, Mg, Na, K
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												

**Notes** (SAS use only)