

# SAMPLE SUBMISSION FORM (SAS219)



**SAS Laboratory**  
AN URBAN UTILITIES BUSINESS

LIMS BATCH

## CHAIN OF CUSTODY

Relinquished by:

Date and Time:

Received by:

Date and Time:

## SAMPLE RECEIPT ADVICE

[SAS LAB USE ONLY]

Samples received in good condition

YES / NO

All Documentation in proper order

YES / NO

Samples received properly chilled

YES / NO

Samples within holding time

YES / NO

## PROJECT SPECIFIC DETAILS

Job Description:

Quote Reference:

Sample Type:

## CUSTOMER DETAILS

### PRIMARY CONTACT DETAILS

Company Name:

ABN:

Department:

Postal Address:

Contact Name:

Contact Phone:

Contact Email:

Email Report

### SECONDARY CONTACT DETAILS (IF REQUIRED)

Contact Name:

Contact Phone:

Contact Email:

Email Report

Contact Name:

Contact Phone:

Contact Email:

Email Report

## NOTES



**INVOICE DETAILS**

Invoice Type:	<input type="checkbox"/> <b>Invoice Per Job</b>
Invoice Details:	<input type="checkbox"/> <b>Summary Invoice Each Month</b>
Purchase Order:	<input type="checkbox"/> <b>As per General Details</b>
Company Name:	<input type="checkbox"/> <b>Alternate Details (Please complete below)</b>
ABN:	
Department:	
Postal Address:	
Contact Name:	
Contact Phone:	
Contact Email:	<b>Email Invoice</b> <input type="checkbox"/>
Contact Name:	
Contact Phone:	
Contact Email:	<b>Email Invoice</b> <input type="checkbox"/>

*Privacy and why we collect your information: Your privacy is important to us. Urban Utilities is collecting your personal information as a distributor-retailer under the South-East Queensland Water (Distribution and Retail Restructuring) Act 2009 (Qld) for the purposes of processing your request for laboratory services, answering your enquiries, invoicing and collecting payment from you and updating our customer and accounts records. The personal information we collect may also be used to make contact with you and verify your identity in future and to conduct customer research. Urban Utilities may use and/or disclose your personal information to its employees, agents or contractors for these purposes and other third parties as otherwise required or authorised by law. For more on how we protect the personal information we collect, and to find out how to make a privacy complaint, access our Privacy Policy*

**SAMPLE SUBMISSION FORM (SAS219 CONTINUED)**

Sequence Number	Sample Description	Date Sampled	Time Sampled									
1												
2												
3												
4												
5												
6												
7												
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