

Include the following in the package with the samples:

1. A completely filled out Sample Submission Form
2. Sample Information such as porosity and well information
3. Payment information, either credit card or hard copy of purchase order

(Failure to comply with these instructions will result in a delay of sample analysis)

<b>CUSTOMER CONTACT INFORMATION:</b>	<b>SHIP TO:</b>	<b>BILL TO:</b>
Customer Name:		
Company Name:		
Address:		
City, State, Zip Code:		
Phone Number:		
Email Address(s) for Results:		

**PAYMENT INFORMATION (HARD COPY OF PO OR CREDIT CARD INFORMATION IS REQUIRED PRIOR TO RELEASING RESULTS):**

Purchase Order # or Credit Card #:			
Contact person for purchase orders or Name on credit card:			
Expiration Date:	Security Code:	Type of Card:	
Provide E-mail for CC holder or PO contact for Invoicing:			

<b>TYPE OF SERVICE:</b>	<b>SURCHARGE PRICE:</b>	<b>WOULD YOU LIKE YOUR SAMPLES RETURNED TO YOU?:</b>
Normal (typically 14 working days)	List Price	Yes No Shipping Account Number:
Priority (4-7 working days)	List + 50%	If no shipping account is provided and the samples are to be returned, a \$50 shipping and handling fee will be added to the invoice for each project.

**SAMPLE INFORMATION AND ANALYSIS CONDITIONS:**

Sample Description (e.g. cuttings, core samples, shale)		
Have the samples been cleaned (soxhlet or Dean Stark extraction)?	Yes	No
Do you require any sample crushing before analysis?	Yes	No
Would you like us to contact you before starting the analysis?	Yes	No

All samples will be analyzed using our Standard Operating Procedure (SOP). If you have a special analysis condition that you would like us follow please identify that here

