

JOB REQUISITION FORM



Quotation No : _____ Job Requisition No. : _____
Client's Ref / PO No : _____
Primary Test Centre : _____
Client : _____
Project : _____

Contact Person : _____ Tel No : _____ Fax No : _____
Date of Sampling : _____ Place of Sampling : _____
Sample Received By : _____ Date Received : _____
No. of Sample(s) : _____ Sample(s) Passed To : _____

<u>Sample Description</u>	<u>Sample Identification</u>	<u>Description of Tests Required</u> <small>(Methods to be as stipulated in quotation/standard price list)</small>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Target Date for Completion : _____
Bill to : _____
Original Report to : No report/Client/Others (pls specify)
Copy Report to : _____
Client Address for Inclusion in the Test Report : _____

Remarks : _____

We hereby declare that the information given above is true and correct and we accept and agree to abide by the conditions of service printed on the quotation and the back of the quotation form.

Form Prepared By : _____ Date : _____

Test Requested By : _____ (Signatory & Company Chop) Printed Name : _____ Date : _____

<p>Contract Review This job requisition has been reviewed and has been found to meet the following.</p> <ul style="list-style-type: none"><input type="checkbox"/> the requirements, including the methods to be used, are adequately defined, documented and understood;<input type="checkbox"/> the laboratory has the capability and resources to meet the requirements;<input type="checkbox"/> the appropriate test and/or calibration method is selected and capable of meeting the clients' requirements. <p>Otherwise,</p> <ul style="list-style-type: none"><input type="checkbox"/> the job is rejected and client contacted accordingly. <p>Approved By : _____ Date : _____</p>
