



Particle Size, Zeta Potential and Other Services Sample Submission Form

3230 N Susquehanna Trail, York, PA 17406

Please complete this form and include with sample and MSDS. Payment method must be included. **Provide hard copy if using PO.**

PRIMARY CUSTOMER CONTACT INFORMATION		PAYMENT INFORMATION AND PURCHASING CONTACT <i>Not Required if Samples are submitted for Instrument Purchase Evaluation</i>		
Company		Company		
Contact Name		Contact Name		
Shipping Address		Mailing or Billing Address		
City, State, ZIP		City, State, ZIP		
Phone Number		Email Address		
Email Address		Phone Number		
FAX Number		PO# or Credit Card # and Type (AMEX, etc)		
Signature		Credit Card Expiration Date		Security Code
<input type="checkbox"/> Samples submitted for evaluation of instrument purchase: <i>Up to three samples no charge.</i>		Sales Rep:		Sales Rep Company:

Type of Service	Charge	Sample Return Information		
<input type="checkbox"/> 10 Business Day	List Price	<input type="checkbox"/> Please Return Sample <input type="checkbox"/> Hold Sample 90 Days <input type="checkbox"/> Discard Sample	\$50 minimum charge if no Shipping Account Number provided for Return	
<input type="checkbox"/> 3 – 5 Business Day	List + 30%			
<input type="checkbox"/> 24 Hour	List + 75%	Shipping Account Number and Carrier		
<input type="checkbox"/> Same Day	List + 100%	If shipping account number is not available, charges will be assessed to cover additional costs of handling and shipping.		

On next page- Please add any comments (SOP#, special preparation, etc.) for the Microtrac analyst.

Material Type <small>Please use another sheet if more than 5 samples are being submitted</small>	Enter Your Sample ID <small>Microtrac Will Enter Lab Tracking # in Blue Box Below</small>	Analysis Code from Price List	Expected Size or Range	If mixed with fluid, what is fluid?	Can sample be mixed with water? <input type="checkbox"/> Yes <input type="checkbox"/> No	Treat with Ultrasonic for full dispersion <input type="checkbox"/> Yes <input type="checkbox"/> No	Refractive Index Particles

Amount of Material – Volume amount of solid or slurry: 25ml to allow for proper determination of sample preparation. Mass (weight) may be used if a powder. Density powder X 25ml = weight.

Microtrac will complete the following

Date Rec'd	File Number	Lab ID	Log-in by:

Contacts: Toni Weigel, Phone 888-643-5880 Ext 214 (Toni.Weigel@Microtrac.com) or Jason Barsotti Ext 220 (Jason.Barsotti@Microtrac.com).

Please add any comments below (SOP#, special preparation, etc.) for the Microtrac analyst.

Material Type Please use another sheet if more samples are being submitted	Enter Your Sample ID Microtrac Will Enter Lab Tracking # in Blue Box Below	Analysis Code from Price List	Expected Size or Range	If mixed with fluid, what is fluid?	Can sample be mixed with water?	Treat with Ultrasonic for full dispersion	Refractive Index Particles
					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Customer Comments: