



Submission Form

Document ID	240D
Revision	07
Effective Date	19 Nov 2025

Is cGMP Compliance Required? ☐ Yes ☐ No*

Date of Submission:

1. General Information

Company Name:

Contact Name (s): Phone (s): Email:

Street Address: City: State: Zip Code:

Intended Use of Results: ☐ Release ☐ Stability ☐ OOS Investigation ☐ Raw material qualification ☐ Cleaning validation ☐ Other:

2. Sample Information

Item	Sample Description	Lot Number	Expiration Date	Manufacture Date	Quantity Submitted	Sample type		
						Raw Material	Finished Product	Bulk
1						☐	☐	☐
2						☐	☐	☐
3						☐	☐	☐
4						☐	☐	☐

3. Requested Testing, Method, and Acceptance Criteria

Item	Test required	Method to be used	Acceptance Criteria
1			
2			
3			
4			

4. Chain of Custody

Date / Time of Sample Collection:

Sample prepared by (Name/ Signature/Date):

Sample(s) send by: ☐ UPS ☐ USPS ☐ FedEx ☐ DHL ☐ Hand Delivery ☐ Other:

Received by Laboratory (Name/ Signature/Date):

5. Sample Receiving Information (Only for Lab Use)

☐ Does meet proper sample storage and transportation guidelines ☐ Does NOT meet proper sample storage and transportation guidelines



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☐ Rcvd on Ice ☐ Rcvd at room temperature Rcvd Temp: -----°C, Others:

6. Sample Storage/Disposal

Storage Conditions: Room temperature ☐ Refrigerated ☐ Freezer ☐

Samples Disposition** Discard ☐ Return/Extra Charge ☐ Storage/Extra Charge ☐

7. Turnaround Time (working days) ***

48 – 72hr ☐ Rush (+100%) 4 - 6 days ☐ Rush (+50%) 7 - 10 days ☐ Regular QC 11 – 15 days ☐ 3 – 5 Weeks ☐ Other ☐

8. Laboratory Fee (only for lab use)

☐ Retainer: ☐ Paid check #: ☐ Bank Deposit/Wire/Zelle: ☐ Cash (\$):

9. Billing/Purchase order details

Quote Number: Purchase Order Number:

Invoice Contact: Email: Billing Address:

10. Authorization

Authorized by (QA/QC Responsible Person):

Title:

Signature/ Date:

* If is not checked, your signature certifies that the results will not be used to support marketing/release of any drug products.

** Will be discarded after 30 days (Additional charge may apply if hazardous).

*** Expedite fee will apply for rush service.