



Quotation Request & Sample Submission Form

Please complete the following information and submit this form with your sample(s) to avoid delays and additional fees

시험지연 또는 추가비용발생을 방지하기 위해 다음을 정확히 작성하여 샘플과 함께 시험소로 발송해주시기 바랍니다.

CLIENT INFORMATION (성적서에 표시되는 정보입니다. 정확히 기록바랍니다.)

Company Name		Proposal No.	
Contact Name		Laboratory Contact	
Contact Phone		Desired Service Level	RUSH (Premium Charge)
Contact E-Mail			REGULAR

SAMPLE INFORMATION (성적서에 표시되는 정보입니다. 정확히 기록바랍니다.)

No.	Product Identification (Model etc.)	Material Description (color, sizes, etc.)	Test Method to be Applied (Ex.: ASTM E84)
1			
2			

ATTACH ADDITIONAL SHEETS IF REQUIRED – HAZARDOUS MATERIALS MUST BE ACCOMPANIED BY AN MSDS

SAMPLE VOLUME & WEIGHT (Units : Cm, Kg) (실제 측정값을 기록)

Packing Volume	Length	Width	Depth	Remarks:
Packing Weight	Packing Mat'l	Wood	Non wood	Other
Each Sample Size in Detail (ATTACH ADDITIONAL SHEETS IF REQUIRED)				
Product Identification:	(L)	X (W)	X(D)	Other
Qty :				

예) 각 시험 규격 별 시료사양은 별도 문의바람. (※ 포장완성부피 및 무게 : 20Kg 이하, 각 변 25Cm X 65Cm X 65Cm 이하.(규격초과 시는 별도 상의)

REPORT & INVOICE INFORMATION

Please address the report to:				Please send invoices to: the same as "Report to"			
Street Address				Street Address			
City/Town				City/Town			
Province/State				Province/State			
Postal/Zip Code				Postal/Zip Code			
Country				Country			
Contact	Name :		E-mail :		Contact	Name :	
	Tel:		Mobile :			Tel :	

SAMPLE RETENTION & REPORTING

Please retain the samples :	Fee*	I would like the results reported :	Fee*
for 30 days after issuing the report.	none	as a summary report of all materials	none
for 90 days after issuing the report.	\$200	as individual reports for each material	as quoted
until I release them.	\$300 / month	as individual reports for each test	as quoted
return the samples to me after testing	See Note	no report required – information only	none

IF MATERIALS ARE TO BE RETURNED AFTER TESTING, PLEASE PROVIDE A COURIER NAME AND ACCOUNT NUMBER.(DHL,TNT etc :

PROJECT ADMINISTRATION

Questionnaire	No	Yes	Specify Certification Body or Claim
Is this Project for Certification?			
Is this Project for Litigation?			

I verify that the information above is correct and complete to the best of my knowledge.

PRINT NAME

SIGNATURE

DATE