

# Sample Analysis Requisition Checklist

Format No.:

*Details required along with samples as below, if details are missing, obtain from sender of sample*

Sr. No.	Particulars	Condition		Remarks
		Yes	No.	
1	Sample(s) description is available?			
2	Date & Time of dispatch			
3	Is there any marks on the sample(s)			
4	Details of No. of samples to be tested			
5	Grain size or other details			
6	Parameters / Elements to be tested			
7	Analysis method stipulated, if any			
8	Turn around time (TAT) requirements is attached?			
9	Safety conditions, if any required?			
10	Customer – Contact Address, Telephone No., Fax, e-mail etc. are properly detailed.			
11	Report delivery requirements or schedules are provided?			
12	Payment Terms are given by sender?			
13	Sample storage required?, if Yes Details of sample Storage is provided?			

**Specific remarket by observer:**

Required Details are missing against follow serial no.

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Signature  
(Authorized person)