

SAMPLE SUBMISSION FORM (THERMAL AND STRUCTURAL LABORATORY)

CUSTOMER INFORMATION	
Categories of applicants	Final year student/Postgraduate/Research assistant/.....
Name	
Supervisor/s	
HP/Tel (O)	
Email	
Address	
No of Sample	
Type of Sample	
Date	

Information about samples/procedure	
Resolution (cm ⁻¹) <i>(For FTIR measurement only)</i>	
Melting point, T_m (°C) <i>(For DMA measurement only)</i>	
Data spectrum	<input type="checkbox"/> Absorbance <input type="checkbox"/> Transmission
<i>Comments if applicable:</i>	

TERMS AND CONDITIONS:

1. Please submit this form together with the samples.
2. Kindly return, to the office, the original copy of this **Sample Submission Form** together with invoice commitment/inter journal transfer/proof of payment/Purchase Order from your company according to the total amount offered before proceed with analysis
3. Payment term is 100% upon agreement and the payment must be made within thirty (30) days after invoice is issued.
4. Cancellation of testing should be made within five (5) working days before the actual slot. No refund will be provided for any later cancellation or for urgent test.
5. The laboratory will provide test results/services within 20 working days, calculated upon receiving complete payment.
6. The quoted price is valid only for one-time test. If the test (or any sub-test) needs to be repeated for any reason (other than mistakes on laboratory's side), new charges will be incurred.
7. The laboratory has the rights to reject the test request. No fees will be charged if the test is rejected.
8. For Non-Universiti Malaya personnel: All payment shall be made **through internet banking at <https://epay.um.edu.my>**
9. For Universiti Malaya personnel: (Please insert student's name, type of analysis/services and total samples at description) Payment to '**CENTER FOR IONICS UNIVERSITY MALAYA**'
Account number: **UM.0000198/KWJ/AK, Cost centre: 21120.**
10. Please put your samples in glass vials or plastic pack with proper labeling and send to the laboratory personnel.
11. Sample with sensitive to the moisture, will be stored in the dessicator.
12. Please dispose of your own by following the guidelines. We will not liable for any violation regulation by you.
13. Please clarify if your sample is toxic/hazardous to health
14. T&C are subject to change without prior notice.

Thank you for your cooperation.

Type of Payment:	Grant/Vote/Allocation Acc. No.:	HIR Grant Acc. No.:	Deposit/Cheque
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Customer declaration, signature & stamp*	FOR OFFICE USE ONLY
I agree to allow IPPP/Bendahari UM to debits total amount of RM_____ from stated grant/vote/allocation to ' CENTER FOR IONICS UNIVERSITY MALAYA ' for this service charge.	Received by/ Sign./Cop. :
Customer / Sign./ Cop :	Date :
Date :	Approved by/ Sign. /Cop : (TM/DTM/Technical Staff)
Supervisor / Sign./Cop :	
Date :	Date :