|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Company information** | | | | | | |
| **Billing Information** | | | | | **If the company to be included in the report is different:** | |
| **Company Name / Title** |  | | | |  | |
| **Company Address** |  | | | |  | |
| **Company Representative** |  | | | |  | |
| **E-Mail / Phone** |  | | | |  | |
| **E-Invoice / E-Reconciliation** | | | | | | |
| **Tax D. / No:**  **Accounting Officer:** | | | | **Email:**  **Phone:** | | |
| **Additional information** | | | | | | |
| **Printed Report Submission:** Yes No  E-signed reports will be sent to you by e-mail. If printed report is requested, report printing fee of **100 TL will** be billed. | | | | **Report Language:** Turkish English  If the request comes to the laboratory after the report is made, **150 TL** is charged per report. | | |
| **How to Apply the Decision Rule?**  **Simple Acceptance Rule  False Rejection (Manufacturer/operator rule )  False Acceptance (Consumer rule)** | | | | | | |
| In the absence of a legal obligation, relevant standard/specification or any preference by you, false rejection will be used in the quantitative analysis of food, feed, food contact materials and materials, and simple acceptance rule will be used in other sample types. You can get information from our website <https://www.nano-lab.com.tr/Content/1/Media/d01pr17-karar-kurali-kilavuzur07.pdf.>  In cases where no evaluation request is made, all samples sent will be evaluated within the framework of legal regulations (Communiqué, Regulation, etc.). If you have an evaluation request, please specify the evaluation criteria in the relevant section. | | | | | | |
| **Sample Information** | | | | | | |
| **Sample Name/Type**  **(Turkish English)** | | **Production / STT Date** | **Lot / Serial / Lot No.** | **Requested Analysis** | | **Evaluation Request-Criteria / Additional Remarks** |
|  | |  |  |  | |  |
|  | |  |  |  | |  |
|  | |  |  |  | |  |
|  | |  |  |  | |  |
|  | |  |  |  | |  |
|  | |  |  |  | |  |
|  | |  |  |  | |  |
|  | |  |  |  | |  |
| \*In cases where the number of samples sent is high, you can add lines. | | | | | | |

**General conditions**

* The packaging/sample container/bag must be properly closed and its integrity intact.
* In order to ensure homogenization, it should be at least 500 gr/ml.
* If microbiological analysis is to be performed, it should be in its original packaging or in sterile equipment suitable for the purpose. It should be in accordance with the storage conditions (cold chain +2 / +8 °C, frozen maximum -15 °C, other ambient conditions).
* Your analysis requests are processed after you approve the offer sent to you. The report is sent after the payment of the invoice to be issued to you. You can get faster service by sharing the payment receipt with your Customer Representative or Sales Representative.
* In cases where the sample does not comply with the sample acceptance conditions, the laboratory informs the customer by making a conditional acceptance/rejection decision. In cases where the information provided by the customer is likely to affect the analysis result, the laboratory may include a disclaimer in the report.
* For revisions to be made with the request for the sample information to be changed later, a fee of **100 TL** per report is made.

|  |  |
| --- | --- |
| **Authorized Confirmation** | |
| I accept the general terms and sample acceptance conditions and confirm the accuracy of the information I have declared. The damages of negative situations that may arise from incorrect information belong to us. I declare that we agree to carry out the analyzes requested in the form and to pay the amount to be invoiced to us at the prices in the bid given for this work. | Official:  Date:  Stamp / Signature: |

|  |  |
| --- | --- |
| The following sections will be filled by the laboratory. | |
| Compliance with Sample Acceptance Criteria (To be filled by Sample Acceptance) | |
| Request / Offer No: \_\_\_\_\_\_\_\_ | Method of Sending the Sample: Hand Cargo |
| Sample Packaging: Suitable Not Suitable Explanation:  Sample Temperature: Suitable Not Suitable Explanation:  Specimen Protection: Appropriate Not Appropriate Description:  Sample Quantity: Appropriate Not Appropriate Explanation:  Sample : Acceptance Conditional Acceptance Denial  Waiver Statement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Accepting the Sample / Date / Signature: \_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_ | |

|  |  |
| --- | --- |
| **Special Conditions - Food** | |
| If residue ( eg HMF, PAH, Pesticide) analyzes are requested, the sample should not be dented, rotten or spoiled. The temperature should be between 0-30 °C. | If there is a demand for mycotoxin ( eg Afla, Okra, DON, ZON) analyzes , dark colored packaging for bulk products should be intact, not moldy, and the temperature should be between 0-25 °C . |
| demand for additive ( eg SA/BA, Natamycin , SO2) analyzes , the temperature should be between 0-30 °C in light and airtight containers . | request for GMO and/or Species Identification analysis , at least 500 g/ml sample should be sent separately. |
| **Special Conditions - Consumer** | |
| If there is a request for a Protective Efficacy (Challenge) Test, the samples must be in their original packaging. | **If the analysis request is in the cosmetic sample, the preservative information and ratio should be written in the annotation section. In case it is not written, first preference D/E Broth will be used as neutralizer and the waiver statement will be stated in the report.** |
| Include the following information in the Supplementary Explanations on Bioburden Test requests. In undeclared cases, the factor will be determined and an additional fee will be charged.  Correction Factor:( ) No (Yes :……... ) Reproductive Inhibitor:( ) No (Yes: …..…. ) Reproductive Support: ( ) No (Yes: ……. ) | |