



Job card No:
<i>(For official use only)</i>

SAMPLE SUBMISSION FORM
This form must accompany the samples

PLEASE READ THE TERMS AND DISCLAIMER AT THE BACK OF THIS FORM BEFORE ATTEMPTING TO COMPLETE THIS FORM, FAILURE TO COMPLY WITH THE REQUIREMENTS MAY LEAD TO DELAYS IN PROCESSING AND TESTING OF SAMPLES OR SAMPES MAY BE REJECTED.

Sender Ref:		Date:		Lab No:		Time delivered:	
SENDER	TITLE	INITIALS		SENDER/PERSON/ ORGANISATION RESPONSIBLE FOR THE ACCOUNT	TITLE	INITIALS	
Surname:				Surname:			
Company Name:				Company Name:			
Postal address:				Postal address:			
				E-mail:			
Tel:		Fax:		Tel:		Fax:	
Mobile number:		E-mail:		SIGNED			NAME PRINTED
Please note: Results will not be issued if payment for services is not remitted in full and proof of payment sent to ARC (Results will only be issued once the payment is reflecting in ARC bank account)				OWNER OF SAMPLE (IF APPLICABLE)	TITLE	INITIALS	
TECHNIAN	TITLE	INITIALS		Surname:			
Surname:				Physical address:			
Postal address:							
				Province			
Province and State Vet Area:		Receiver:		Tel:		Fax:	
Tel:		Signature		Receiver name and number:		Town /Village	
Fax:							
Email:				Coordinates:	East:		South:
Samples				TEST(S) REQUIRED			
Samples:				Purpose for testing: (E.g. pH, BMP, Proximate, Ultimate, CSTR)			
Number of samples:				(i)			
Weight:				(ii)			
Liquid or solid				(iii)			
Colour:				(iv)			
				(v)			
				(vi)			
				(vii)			
Date of delivery:				Sampled/Collected date:			

TERMS

1. All fields highlighted in **BOLD BLACK INK** are **Mandatory requirements and no testing or processing of samples will commence prior to full completion.**
2. Note that this document serves as a **legally binding contract between** the ARC-AE and the sender, who will be held liable for payments of the account if not otherwise instructed.
3. **The person responsible for the account and sender must complete their details and sign the form.**
4. All samples submitted for testing must be accompanied by **this sample submission form**, which is available on the ARC Website (www.arc.agric.za) you may also attach additional information or cover letter where relevant.

DISCLAIMER

1. Please note that the ARC-AE will NOT disclose information or test results to anyone without obtaining a written authorisation from the client/customer unless prohibited by law, without customers consent
2. For specific legal requirements and testing for purposes numbers of samples must be provided. (This information may be provided in a separate word/ excel form from client)
3. The ARC-AE reserves the right to NOT test samples that arrive in poor condition unsuitable for the required test.
4. The ARC-AE will NOT be liable for sample loss or damage whilst in transit to the Institution.
5. When samples are received at the laboratory registration unit, it does NOT guarantee that samples will be suitable for testing at the respective laboratories
6. ONLY upon receiving and confirmation of payments will your samples be processed/ tested.
7. The test results remains the intellectual property of the ARC-AE and may be used in scientific publications.
8. The data cannot be used for publication by others without the consent of the institute.
9. The identity of the institution and owner will not be revealed in scientific publications.
10. The turnaround times of tests may differ due to different test methods used and laboratory testing schedules, please refer to the TESTING Price booklet
11. Enquiries for test results should be directed to the specific laboratory contact centres, ensure that you have the Job/ Reference number available. (Refer to TESTING Price booklet)

CHECK LIST FOR RECEIVING SAMPLES (FOR OFFICE USE ONLY)		
Sample type	Quantity	Condition of sample
Total		

Date Received: _____ **Time Received:** _____ **Received by:** _____