





## ***Contract for Analytical Services – Terms and Conditions***

### **I. CONFIDENTIALITY:**

V.L.I maintains strict confidentiality with its clients. Formal Confidentiality agreements may be initiated by the client or V.L.I.

### **II. FINANCIAL INFORMATION:**

1. Payment in advance is required for clients whose credit has not been established with Validation Laboratories, Inc..
2. Payment terms are "NET due on presentation". Buyer agrees to pay all costs, including, but not limited to attorney and accounting fees and other expenses of collection resulting from any default by buyer in any of the terms of this contract.
3. Purchase orders or valid credit card information are **REQUIRED**. Contracts for Services without this information may cause delay in testing.
4. For third party billing a signed purchase order must be received from the party being billed for the service.
5. A surcharge of 100% or greater will be added for EXPRESS service. Contact Client Services prior to sample submission.
6. Pricing is designed for single samples. Project discounts may be available. Quotations will be provided free of charge.
7. A minimum billing of \$25.00 will be charged on all samples including those samples cancelled at the client's request.
8. Clients that request Raw Data will have a copy sent to them (at no charge) along with their report. There is a surcharge for copies of raw data when requested subsequent to original reporting.
9. Additional charges may be assessed (i.e. Hazardous samples).
10. Liability of Validation Laboratories, Inc. is limited to an amount no greater than the amount invoiced.

### **III. SAMPLE SUBMISSION:**

1. Use this form as a master and make copies when submitting samples.
2. Fill out form **COMPLETELY**, including product name, lot number, test, methods, claim, limits and the amount of sample sent. Incomplete information may cause a delay in receiving your results.
3. All results will be reported by the method supplied and/or identified. If claim and limits are not supplied, reported results will default to associated compendia limits.
4. Label the sample with the company name, product name and lot number.

#### **IMPORTANT**

5. Please pack samples appropriately to prevent breakage and to ensure samples are protected from moisture gain during shipment.
6. Because transportation of materials to our facilities can have significant impact on the moisture content of client sample materials, Validation Laboratories, Inc. will not accept client provided Loss on Drying/moisture content results. The LOD or water content assay will be performed at Validation Laboratories, Inc. prior to analysis and will be billed to clients at a flat rate of \$80/sample.
7. Hazardous substances must be appropriately labelled for the protection of office and laboratory personnel.
  - (a) The shipping carton exterior must be labelled as to the hazard enclosed - caustic, cytotoxic, antineoplastic, explosive, corrosive, toxic, or carcinogenic.
  - (b) Material Safety Data Sheet (MSDS) must be provided with the sample.
  - (c) Samples may be analyzed in a Hazardous Materials Laboratory at Validation Laboratories, Inc. discretion.
  - (d) Additional charges may be applied.
8. Controlled Substances will be delayed if appropriate information is not supplied. This is to include:
  - (a) DEA number and schedule on the Contract for Analytical Services
  - (b) A copy of your current DEA registration certificate on file at Validation Laboratories, Inc.
  - (c) The concentration and the amount of controlled sample submitted
9. Please place Contract for Analytical Services, MSDS, and any other correspondence submitted, in an envelope and place at the top of the box or affixed to the outside of the box. Failure to use Validation Laboratories, Inc.'s Contract for Analytical Services may delay results.
10. Samples submitted for EXPRESS service must be received by 10 am.
11. In calculating turn-around time, the day the sample is received is considered Day 1.

*For example, if a customer chooses 5 day turn around time and samples arrive at one of the two Celsis sites on Monday, results will be complete by Friday.*

### **IV. RETENTION AND DISPOSAL:**

1. Samples are retained for a period of 30 days after completion of analyses.
2. Special PRIOR arrangements must be made to return or retain samples under other conditions. Hazardous samples may be returned to our clients for their disposal.
3. Unless alternate arrangements have been made, raw data will be retained for 7 years after report date.

**For questions regarding the above information please contact our Client Services Department.**