



**Sample Submission Form**

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630.887.7100

For Office Use Only

MA#

PL

**\* Please complete all fields referencing the General Provisions**

Client Contact Information		Accounts Payable (A/P): Invoice Submittal Information	
<b>Company</b>		<b>*Method of Payment</b> (See General Provisions)	<input type="checkbox"/> PO # Document Required
<b>Primary Contact Name</b> <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mx. <input type="checkbox"/> Dr.	First Name, Last Name		<input type="checkbox"/> Check #
<b>Street Address</b>			<input type="checkbox"/> Credit Card (by Phone only)
<b>City/State/Prov</b>		<b>Invoice Submittal Email</b>	
<b>Country/Zip</b>		<b>Invoice Payable Address</b>	
<b>Phone</b>		<b>Country/Zip</b>	
<b>Email</b>		<b>A/P Contact and Phone</b>	
<b>Personnel to be copied on Report(s)</b> (Include name and email)			
Project Information			
<b>McCrone Contact</b>		<b>Samples Pertain to</b>	<input type="checkbox"/> a new project with McCrone <input type="checkbox"/> an open project with McCrone: MA#
<b>Cost Estimate Required</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes	<b>Litigation Support</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes
<b>Proposal #</b>		<b>Does sample require PPE for handling or special shipping?</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> BSL1 <input type="checkbox"/> BSL2
<b>Total Number of Samples Shipped</b>		<b>*SDS Attached</b>	<input type="checkbox"/> N/A <input type="checkbox"/> Yes
<b>*Requested TAT</b>	<input type="checkbox"/> Standard Turnaround <input type="checkbox"/> RUSH (100% surcharge)	<b>*DEA Controlled Substance</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes Schedule:
<b>Storage Requirements</b>	<input type="checkbox"/> Ambient <input type="checkbox"/> Refrigerator <input type="checkbox"/> Freezer <input type="checkbox"/> Light Sensitive <input type="checkbox"/> Hazardous <input type="checkbox"/> Other:	<b>*Sample Return?</b> (fees may apply; provide address if different)	<input type="checkbox"/> No <input type="checkbox"/> Yes
<b>Sample ID and Description</b> (Lot # and other identifiers)	<input type="checkbox"/> Refer to attached documentation		

<b>Analysis Request</b>	<input type="checkbox"/> Refer to attached documentation
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**GENERAL PROVISIONS**

**Payment Terms & Consent:** New clients are required to prepay the first project. By submitting samples to McCrone Associates for analysis, you are acknowledging your responsibility to pay in full for all analyses agreed upon and completed. Default payment terms are Net 20 days. All invoices are payable in US Dollars. An approved payment method is required prior to the initiation of any analyses. If selecting Purchase Order as a payment method, an official PO must be submitted prior to the release of data. If selecting credit card, please provide the credit card information by phone. Accounts deemed to be past due must be made current before new samples will be accepted. We may require full or partial advance payment for certain projects. Wire transfer fees, bank fees, and non-US taxes are the responsibility of the client. Clients are notified if special payment terms apply. Minimum charge per project is \$750.

**Liability:** The Client agrees to defend, indemnify, and hold McCrone Associates, Inc. harmless for any and all claims, demands, actions and liabilities arising from or in any way related to the services provided by McCrone Associates, Inc. or a subcontracted service provider, thereof, except for cases of proven willful and wanton misconduct. The client understands that McCrone Associates, Inc. is not liable for any damages or financial loss resulting from samples or documents lost or damaged in transit to or from McCrone Associates, Inc. or a third party.

**Safety Information:** All applicable safety data sheets (SDS) or a suitable equivalent for investigational drugs are required to be shipped with the sample(s) or submitted to MA prior to sample receipt. Samples containing known hazardous materials or substances must be clearly and properly marked, labeled, packaged, and transported in accordance with state, federal, and international regulations. Please contact MA before shipping hazardous samples to determine if MA has appropriate environmental controls for handling the samples properly. With hazardous samples MA requires the opportunity to assess if MA has the proper engineering controls to safely handle the material. To do this adequately MA requires OEL/PEL's of the API's if they exist, MA can handle biological hazards rated as Biological Safety 1 and 2, only. MA cannot receive materials that require a RAM license or contain actinides

**DEA Controlled Substances:** Clients requesting to submit DEA Schedule I and II Controlled Substances must provide MA with the information necessary to execute a DEA Form 222 and request the shipment of items.

**Requested TAT:** MA cannot guarantee a specific turnaround time until project request is understood and samples are received. Standard and rush turnaround times may vary. Please speak directly with your MA Project Leader to obtain turnaround time information.

**Sample Return / Disposition:** Non-DEA samples will be returned following final report issuance. Where requested, samples will be disposed of by MA. DEA samples will be disposed unless return is requested. A sample disposition fee of \$40 per project will be included to cover disposal or return shipping and handling. Additional fees may apply for hazardous material or temperature controlled shipments.

**Confidentiality:** Information included in, pertaining to and/or resulting from the samples and information included herein shall be regarded by McCrone Associates, Inc. as strictly confidential and shall not be used by, disseminated to, or disclosed to any individual, corporation, or organization other than that explicitly stated by and consented to by the client contact and/or company identified above. Client must provide names and email addresses of additional persons authorized to receive report(s).

**Final Report Delivery:** Final reports will be delivered electronically. An additional fee of \$50 will be charged for providing a hard copy of the final report(s).