

**Ship Samples to:** Particle Technology Labs, Attn: Sample Receiving, 555 Rogers Street, Downers Grove, IL 60515  
**Required with Submission:** Signed LSO form, Copy of PO / Credit Card info, Copy of Safety Data Sheet (SDS)

### ANALYTICAL CONTACT (Mailing Address for Final Report)

Company: \_\_\_\_\_  
 Salutation:      Mr.      Ms.      Dr.      Other \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City, State, ZIP: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

### ACCOUNTS PAYABLE CONTACT

*All Invoices Will Be Sent Via Email Unless Otherwise Directed*

Contact Name: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Phone: \_\_\_\_\_

**PURCHASE ORDER --or-- CREDIT CARD INFORMATION REQUIRED**

Purchase Order #: \_\_\_\_\_ (Hard Copy Required)  
 Credit Card #: \_\_\_\_\_  
 Exp. Date: \_\_\_\_\_ Security Code: \_\_\_\_\_  
 Name on Card: \_\_\_\_\_  
 Billing Zip Code (Credit Card Holder) : \_\_\_\_\_

**cGMP\*:**  
 Yes                      No  
 (Surcharge Applies)  
 \* All analyses will be conducted according to non-cGMP procedures unless otherwise specified.

### PROJECT PRIORITY (Subject to Availability)

10 business day PRELIMINARY data turnaround = Standard  
 6 business day PRELIMINARY data turnaround = 50% Surcharge  
 2 business day PRELIMINARY data turnaround = 100% Surcharge

### SPECIAL INSTRUCTIONS

### SAMPLE CLASSIFICATION

Normal  
 DEA\*\*  
 Schedule II      Schedule IIN  
 Schedule III      Schedule IIIN  
 Schedule IV  
 Schedule V  
 Biological  
 BSL-1  
 BSL-2 (Pre-Approval Required)  
 ATF (Pyrotechnic)\*\*

### Return Fee (if applicable):

- Sample (\$45 min.)
- Cooler (\$25 min.)
- TempTale (\$25 min.)

### SAMPLE STORAGE

Ambient \_\_\_\_\_  
 Refrigerator \_\_\_\_\_  
 Freezer \_\_\_\_\_  
 Light Sensitive \_\_\_\_\_

Reference PTL Quote No. \_\_\_\_\_  
 Follow Previous Submission: \_\_\_\_\_  
 Previous PTL Project No. \_\_\_\_\_ PTL Test Method No. \_\_\_\_\_

**Submit Safety Data Sheet (SDS) with GHS compliant information**

*Material Name and Sample ID(s) Reported as Listed*

| MATERIAL NAME (SDS REQUIRED) | SAMPLE ID | ANALYSIS REQUESTED |
|------------------------------|-----------|--------------------|
|                              |           |                    |
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### FOR PTL OFFICE USE ONLY

Samples Received: \_\_\_\_\_ Due Date: \_\_\_\_\_ Project No: \_\_\_\_\_  
 LSO Received: \_\_\_\_\_ PO/CC Received: \_\_\_\_\_ By: \_\_\_\_\_

Notes: \_\_\_\_\_

## GENERAL PROVISIONS

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**Sample Receipt** — All sample shipments MUST include a completed and signed Laboratory Service Order form (LSO), a copy of a Purchase Order or Credit Card information, and Safety Data Sheets (SDS) for all samples. The project cannot be logged in or scheduled until all paperwork is received. PTL accepts deliveries Monday through Friday (except holidays), 8:30 AM to 5:00 PM. Samples received after 12:00 PM are logged in with the turnaround time starting on the next business day. Samples may be delivered at an alternative time only by pre-arrangement, subject to availability.

**Sample Analysis** — Please use good sampling techniques. Our analysis is based on the sample submitted, which should be representative of larger batches or lots, where applicable. Analyses requiring subdivision preparation by chute or rotary riffing will incur an additional charge. Test fluids other than water will incur a \$50 per project charge. Carrier fluids and dispersants not maintained in-house, but requested by a client, will incur charges of the cost of the fluid plus 20%.

**Hazardous Material** — For hazardous samples (known or suspect), the client is responsible for providing PTL with sample characteristic information before analysis so we can safeguard the health and safety of our employees. Safety Data Sheets (SDS) should be included with the samples and should be compliant with the Globally Harmonized System (GHS) of Classification. PTL does not accept radioactive, whole blood, viral, HeLa cells, Beryllium samples, or samples containing PCBs.

**Regulated Material** — All DEA and ATF regulated samples are assessed a \$60 per sample handling fee (maximum of \$480 per project).

**Project Priority** — Standard service offers preliminary data via email within 10 business days of sample receipt; preliminary data emailed within 6 business days of sample receipt incurs a 50% surcharge; preliminary data emailed within 2 business days of sample receipt incurs a 100% surcharge; preliminary data emailed within the same business day as sample receipt incurs a 200% surcharge. Please understand that some instruments, techniques, or a high volume of samples cannot be completed within a RUSH timeframe. However, the samples are still processed in an expedited fashion and limited only by the instrumentation / technique / quantity of samples, and the surcharge will still apply. Should a change in status be requested after the receipt of sample(s), applicable surcharges will apply. The request must be confirmed by the client in writing (email or fax).

**Force Majeure** — PTL shall not be liable for any damages or any delay or failure to perform resulting from any cause beyond its reasonable control including without limitation, labor strikes, fire or other casualty, or acts of God.

**Data Delivery** — Preliminary data will be sent via email within the turnaround time requested. The hard copy of the final report will follow via First Class US Mail regardless of priority status. Charges for priority delivery of reports include shipping fees plus a surcharge for handling. PTL shall retain one archival copy of all work and work media and any information necessary to comply with state and federal laws and regulations.

**Sample Retain / Return** — PTL retains all dry powder samples for 6 months from receipt of sample. Water and perishable samples are retained via requested storage conditions for 10 working days beyond shipment of the final report. Sample return is available within the Continental US for a handling fee. For specialty pickup, delivery, or returns, the charges will be invoiced for the amount of freight and handling.

**Project Cancellation** — If a project is client-cancelled, PTL requires written acknowledgement of the cancellation and directions regarding sample return. If the samples were logged in and a project was opened, a minimum \$100 cancellation fee will be charged to the client. If any samples were prepared or analyzed, additional fees may apply and will be determined by PTL at its sole discretion. If a project is PTL-cancelled, written acknowledgement will be addressed to the client.

**Retest Analyses** — Request for a sample retest may incur additional charges. If the retest confirms the original result, charges will apply. If the retest result significantly differs from the original result, the client will not be charged for the duplicate analysis.

**Data Dissemination** — PTL provides services to client hereunder subject to the requirement that reports and data submitted to client shall only be reproduced, distributed, copied or published in their entirety. Dissemination or use of redacted, modified, altered, adjusted, revised or emended forms of reports and data provided by PTL is prohibited and shall void any warranties made by PTL hereunder. Client further agrees to indemnify, defend and hold PTL harmless from any and all claims or losses relating to such prohibited use.

**Confidentiality Practices** — PTL's standard operating procedure includes strict confidentiality of all clients, samples and projects. Any information regarding an analysis is shared only with the individual(s) designated on the Laboratory Service Order form (LSO) as analytical contacts, unless authorization is received in writing.

## PAYMENT TERMS

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Our terms are Net 30 days of the date of our invoice. We accept checks drawn on US banks or payment by Visa, MasterCard, and American Express. A surcharge of the lesser of (i) 1½% per month (annual percentage rate of 18%), or (ii) one-twelfth (1/12th) of the maximum annual percentage allowed under applicable state law, will be assessed on accounts not paid within 30 days of the date of our invoice. Past due accounts must be made current before new work will be accepted. All invoices are payable in US Dollars. An international administration fee of \$75 will be invoiced on projects received from outside the Continental US. We may require full or partial advance payment for certain projects. Client will be notified if special payment terms apply. Minimum charge per project is \$175. The fees listed on our Price List are for tests in which routine procedures are used. Samples requiring additional handling (e.g., sample preparation, unique laboratory setup, extra safety precautions, or hazardous samples) may incur additional charges.

## QUALITY ASSURANCE

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**cGMP Projects** — Some project results that will be submitted to the FDA must be performed according to current Good Manufacturing Practice regulations. It is the responsibility of the client to request cGMP treatment on PTL's Laboratory Service Order form (LSO) prior to initiation of testing. All analyses will be conducted on a non-cGMP basis unless specified otherwise on the LSO. Those analyses conducted in accordance with cGMP guidelines are charged at the cGMP price.

**Method Validation** — Procedures listed in the USP are generally considered to be validated. It is the client's responsibility to ensure that the validation status of test methods used on their products is approved by their quality assurance department. The analytical fees listed in our Price List do NOT include the validation of that test for the sample that is submitted. PTL offers method validation services; please contact us for further details.

## MISCELLANEOUS

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**Indemnity / Fees** — The client agrees to indemnify, defend and hold harmless PTL, its members, officers, employees and representatives, from any and all losses incurred in connection with any claim arising out of any misrepresentation, negligence, misconduct or other breach of this agreement by the client. If PTL employs attorneys to enforce any rights or obligations arising out of or in relation to this agreement, PTL shall be entitled to recover from the client, PTL's costs and reasonable attorney's fees.

**Law / Venue** — The laws of the State of Illinois shall govern the terms of this agreement except where pre-empted by federal law. The parties agree that any claim relating to this agreement shall be brought solely in the state or federal courts located in Cook or DuPage County, Illinois, and all objections to personal jurisdiction and venue are expressly waived.

## LIMIT OF LIABILITY

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Test results are not necessarily indicative of the characteristics of any other samples from the same or any other lots. PTL assumes no responsibility for any purpose for which a client chooses to use test results. PTL shall not be liable, under any circumstances, for any indirect, special or consequential damages or lost profits arising out of or related to the services performed or to be performed by PTL as described herein, and in any event PTL's liability shall not be for any amount in excess of the cost of the test performed.