

Project Submission/Authorization Form

Microtrace LLC

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New projects and additional samples sent in support of a previous project must include this submission form. Prior to submitting samples, please contact us to discuss your case.

847.742.9909 (p)
847.742.2160 (f)
www.microtracescientific.com

Type of submission:

- Initial submission Supporting samples/documentation

MT Project Number: _____

MT Date Received: _____

Service:

- Standard Analysis Rush analysis. Please contact us to discuss rush analysis (additional charges apply).

Point of Contact (Report will be addressed to this contact unless otherwise specified):

Name: _____

Agency: _____

Address: _____

Phone: _____

Email: _____

Billing Address:

Name: _____

Agency: _____

Address: _____

Phone: _____

Email: _____

Funding Method:

- Purchase Order (PO #: _____) Retainer (Check #: _____)
 Work is not to be initiated until confirmed by Purchase order
 Other: _____

Evidence Disposition:

- No samples involved in case (e.g., case review)
 Return samples/evidence upon completion of report.
 Include shipping charges on invoice Charge Account (circle one: FedEx UPS DHL) Account #: _____
 Dispose of samples upon completion of report.
 (Default) Hold samples/evidence until written request from point of contact. Evidence will be held for 30 days following report date (additional fees apply for additional storage time).

Submitting Agency Case Identifier (Name/Number):
Case Background:
Requested Analysis:

