

Eurofins SFA SN **Always check on-line for validity** Version: 1 Title: SN - Chain of Custody Publish Date: 23 Jul 2024

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SN\_Project@ft.EurofinsUS.com **Chain of Custody**

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| --- | --- | --- | --- |
| Company Name: | Company Reporting To | Bill to: | Company Billing To |
| *Report Contact, Address, Phone:*Report Contact, Business Address, Phone # | *Invoice Contact, Address, Phone (if different):*Bill to Contact, Address, Phone # |
| *Email Report To (list all):*Email Invoice To (List All) | *Email Invoice To (list all):*Email Invoice To (List All) |
| Onboarding Forms (submit online)Filled Out COC (or EOL confirmation)Purchase Order (Printed or Emailed)Signed Quote (Printed or Emailed)SDS Provided (Printed or Emailed) | [ ] Y[ ] Y[ ] Y[ ] Y[ ] Y | [ ] N/A[ ] N/A[ ] N/A[ ] N/A[ ] N/A | Please confirm these items are included in the package with your sample(s) before submitting. Failure to provide any item will result in sample(s) being placed on hold. Testing **will not** begin until required documentation has been received. | **Compliance:**  | [ ]  Non-GMP [ ]  Legal/Insurance [ ]  GXP/Regulatory *(Specify in Comments)* |
| **Turnaround Time:** | [ ]  Standard [ ]  Expedited\*\* *(List desired due date)* Click or tap here to enter text.*\*\* Please notify your laboratory contact at time of shipping to avoid delays.* |
| **Purchase Order:** | PO Number |
| **Quote Number:** | Quote Number |
| **Sample Description *(Includes Lot# and Exp)*** | **Test(s) Requested** | **Specifications** |
| 1Sample Description (including Lot # if applicable) | Test(s) Requested | Specifications |
| 2Sample Description (including Lot # if applicable) | Test(s) Requested | Specifications |
| 3Sample Description (including Lot # if applicable) | Test(s) Requested | Specifications |
| 4Sample Description (including Lot # if applicable) | Test(s) Requested | Specifications |
| 5Sample Description (including Lot # if applicable) | Test(s) Requested | Specifications |
| 6Sample Description (including Lot # if applicable) | Test(s) Requested | Specifications |
| 7Sample Description (including Lot # if applicable) | Test(s) Requested | Specifications |
| 8Sample Description (including Lot # if applicable) | Test(s) Requested | Specifications |
| ***Relinquished by:*** | ***Date:*** | ***Time:*** | **Eurofins Use Only** | **Comments:**Additional Comments |
| **Condition on Receipt** | **Temp** | **Received Via** |
| ***Received by:*** | ***Date:*** | ***Time:*** | **Container(s) OK?** **Sample(s) Leaking?** **Sample Temp (°C):**  | **Y****Y** | **N****N** | [ ]  **Refrigerated**[ ]  **Frozen**[ ]  **Ambient** | [ ]  **UPS**[ ]  **Mail**[ ]  **MSG** | [ ]  **FedEx**[ ]  **DHL**[ ]  **Sampler** |
| ***Relinquished by:*** | ***Date:*** | ***Time:*** |
| ***Received by:*** | ***Date:*** | ***Time:*** |

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