



3100 N. Hemlock Circle
Broken Arrow, OK 74012
Phone: 918-258-6066
800-982-8378
Fax: 918-258-1154

SAMPLE SUBMITTAL FORM

	Reporting Information	Billing Information (if different)	Return Shipping:
Company Name:			<i>If you need sample remnants</i>
Address 1:			<i>or mounts returned please</i>
Address 2:			<i>fill in your account number below</i>
City, State, ZIP:			
Email Address:			
Phone Number:			
FAX Number:			UPS Acct:
Contact Name:			FedEx Acct:
P.O. Number*:			Other Carrier & Acct:
Quote Number:			

* Credit cards are also accepted. Contact Customer Service for additional information. An additional charge for return shipping will apply.

Sample No.	Sample Description/ Type:	Material	Heat Treat Condition, Grade, or Class of Material	Testing to be Performed (include temperature for testing if applicable)	Testing Specification with Revision Level (if applicable)
1					
2					
3					
4					
5					

Other Sample/Testing Information (attach additional pages if necessary):

--

☐ **Do Not Destroy Sample(s)**

Quality Requirements (Important: Mark all that apply)	ISO 17025 _____	NADCAP _____	Other _____	None specified _____
End User (Aerospace only)				

Retest Preference If Testing Fails - Please Check One:

☐ Contact me immediately ☐ Perform the necessary retests as directed by the specification ☐ No Retesting; proceed to Report

Please indicate the delivery option you need:

Normal Turn Time		Standard turn time varies by test.
Expedited Service *		Need by date: _____ Surcharge rates from 300% to 50% apply. Contact laboratory for available expedite options and pricing.

* To schedule expedite service, please e-mail Customer Service at info.brokenarrow@element.com or call 1-800-982-8378.

Export Jurisdiction Designation (select ONLY one; required for all sample submittals):

Material is ITAR Controlled		or	Material is EAR Controlled		or	Material is EAR99	
			If selected, provide ECCN.				

Authorized Signature: _____ **Date:** _____

Please include this form OR a complete purchase order with your test sample(s)