**SUBMISSION FORM Date & Signature:**

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| **SENDER INFORMATION** |  | **TO** *(Select the lab site)* |
| Company: |            |  | [ ]  | **Eurofins Biolab Srl** Via B. Buozzi, 220090 Vimodrone (Milano) |
| Sender Name/Surname |            |  |
| Sender Phone Number: |       |  | [ ]  | **CTP Laboratories Srl** Via Reno, 253036 Poggibonsi (SI) |
| Sender email Address |       |  |

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| **SECTION A: CLIENT’S INFORMATION *(to be filled by Sender)*** |  |
| **Issued documents** | **Contacts***(please list as first the main contact)* | **e-mail Addresses** | **Phone Numbers** |
| Sample Registration Acknowledgement *(notification of completed samples registration)* |       |       |       |
|       |       |       |
|       |       |       |
| Certificate of Analysis |       |       |       |
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| Invoice |       |       |       |
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| **SECTION B: GENERIC SAMPLE INFORMATION *(to be filled by Sender)*** |
| **Storage Information** | Room Temperature[ ] Freezer      °C [ ]  | Refrigeration (5±3°C) [ ] Other:      [ ]  |
| **Typology** | [ ]  Finite product [ ]  API  | [ ]  Excipient[ ]  MOGM | [ ]  Clinical trial[ ]  Packaging | [ ]  Other[ ]  ………………… |
| **Risk Phrases (Handling warnings)** |       |
| **Notes:**       |
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| For any question please contact :**Eurofins Biolab Srl.:**Pharma Quality Control Dept. for technical issue (Phone +39 02250715.59 - 61)PharmaSupportTeam@eurofins.com | Area for Eurofins Biolab S.r.l.. / CTP Laboratories label |
| **CTP Laboratories Srl.:**Pharma Quality Control Dept. for technical issue (Phone +39 0577 1659099)ValentinaVanni@eurofins.com |  |

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| **SECTION C: SPECIFIC SAMPLE INFORMATION (to be filled by Sender)**  |
| **Quotation Code (mandatory):** |       |
| **Purchase Order Code (mandatory):** |       |
| **Sample Description** | **Lot / Batch #:** | **Test Code***( related to required analysis as defined in Quotation)* | **Requested Tests***(as defined in Quotation)* | **RUSH****TAT\*** | **Raw Data Required\*\*** |
|  |  |  |       | **[ ]**  | **[ ]**  |
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\* **RUSH TAT:** Only if applicable and included in the Quote/Contract - Additional charge will apply as defined in the Quote

\*\* **RAW DATA REQUIRED:** Only if applicable - Additional charge will apply as defined in the Quote

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| **SECTION D: SPECIFIC SAMPLE INFORMATION (to be filled by Sender for E&L studies / method set-up and validation / Other studies)** |
| **Quotation Code (mandatory):** |       |
| **Purchase Order Code (mandatory):** |  |
| **Product Description** | **Product****code** | **Batch #:** | **Quantity***(weight/volume or number of units)* | **Additional Note for sample**(*i.e: pre-treatment such as sterilization,..)* | **Study Code***(as defined in Quotation)* | **Requested Study***(as defined in Quotation or in Study Protocol)* | **Raw Data Required\*\*** |
|  |  |  |  |  |       |       | **[ ]**  |
|  |  |  |  |  |       |       | **[ ]**  |
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\*\* **RAW DATA REQUIRED:** Only if applicable - Additional charge will apply as defined in the Quote

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|  |   | Area for Eurofins Biolab S.r.l.. / CTP Laboratories label |

**Istruzioni per l’invio dei campioni**

I campioni devono essere inviati ben confezionati e con modalità appropriate sotto la responsabilità del Committente.

Se applicabili, le frasi di rischio e le indicazioni relative alla sicurezza devono essere apposte in modo visibile all’esterno del collo. Ogni campione/materiale inviato dovrà essere accompagnato dalla propria scheda di sicurezza. La mancanza della scheda di sicurezza o di idonee informazioni inviate dal Cliente per la corretta manipolazione dei campioni può comportare il blocco dell’attività degli stessi oltre a costituire mancata ottemperanza da parte del Cliente dei doveri di coordinamento e informativi nei confronti dell’ente erogante il servizio.

Nel caso in cui i campioni inviati siano di più lotti /timepoint o siano campioni differenti gli stessi devono essere separati all’interno del pacco. Nel caso in cui siano richieste più analisi si prega di inviare il campione in aliquote separate. I campioni e il materiale residuo verranno conservati per 1 mese dopo la fine dell’attività prima di essere smaltiti. Il committente può richiedere un’estensione della conservazione di tutto o parte del materiale per un periodo prolungato o la sua restituzione; in questo caso verrà emessa un’offerta specifica per l’attività.

I Campioni ricevuti per i quali non si sia ricevuto regolare Ordine per le relative analisi, saranno smaltiti entro un mese dal loro ricevimento con i relativi costi a carico del Cliente.

Eventuali spese di sdoganamento, trasporto, ricevimento o incasso saranno addebitate.

Il presente modulo deve essere allegato ai campioni debitamente; in mancanza delle informazioni le attività non potranno essere avviate e il TAT indicato non potrà essere garantito.

**Sample delivery instructions**

Samples shall be delivered properly packaged under the Sender responsibility.

If applicable, safety directions and risk phrases shall be placed in a visible way on the external side of the package. Every sample/material shall be sent with its MSDS. Missing MSDS or proper information for samples handling may cause the cessation of on-going activities and represents a failure to comply by the Customer with information and co-ordination obligations required by the service provider.

If sent samples include more batches / timepoints or different samples please separate them inside the package. If more analysis are requested please send separate aliquots.

The samples and customer supplied materials will be stored for 1 month from the end of the analyses after which no retained samples and disposable will be kept. The Customer may request an extension of the conservation of all or part of the materials for a further period, or their restitution; a suitable agreement shall be drafted in this case.

Samples received without a regular purchase order for their analysis, will be disposed of within one month after receiving them and related costs charged to the Customer.

Shipments, customs levies or other expenses including bank charges will be charged in the invoice.

This form filled with information required shall be included with samples, missing information may prevent the starting of the activity and cause delayed TAT.