

Eurofins PROXY Laboratories – BioPharma Product Testing

SAMPLE SUBMISSION FORM (Please send an individual form for each product)

Please complete this form electronically and include a printed version in your sample shipment

SECTION A: SENDER INFORMATION		TO	
Company:		Eurofins PROXY Laboratories Archimedesweg 25 2333 CM Leiden The Netherlands	
Sender Name/Surname			
Sender Phone Number:			
Sender email Address			
VALID QUOTATION (Mandatory field see instructions)		Purchase order /Cost centre: (See instructions)	
SECTION B: GENERIC SAMPLE INFORMATION (to be filled by Sender)			
Storage information	Room Temperature (15-25°C)	Desiccant required	Temperature monitoring device enclosed. Return address:
	Cooled (2-8°C)	Protected from light	
	Frozen (≤ -20°C)	Other, specify;	
	Deep Frozen (≤-50°C)		
Sample Type	Drug product	Excipient/Raw Material	Packaging material
	Drug substance (API)	Medical device	Other:
Technical Attachments	None	MSDS (mandatory)	Other:
	Reference standards	Analytical Certificate	
	Columns	Protocol/Analytical methods	
Safety considerations	None		GMO registration number :
	BSL-I	GMO*	Identity Host type used in production :
	BSL-II	*please specify	Identity Vector used in production :
	Antibiotic	ML-I	Identity Donor gene and organism :
	Cytostatic	ML-II	
	Controlled substance		
	Contains preservatives		
Notes			
To be completed by PROXY Laboratories			
Batch Label			
<div style="border: 1px dashed black; padding: 10px; min-height: 50px;"> Area for Eurofins PROXY Laboratories label </div>			

For any question please contact :
Eurofins PROXY Laboratories
 PROXYcustomer@eurofins.com
 (Phone: +31 71 52 44 080)

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SECTION C: SPECIFIC SAMPLE INFORMATION (to be filled by Sender)							
Quotation Code (mandatory):			Purchase Order Code / Cost centre:				
Please note that each line item below will be considered an individual sample. Multiple containers to be tested individually should be separate line items							
Sample Description (Please include hydration level if applicable)	Quantity (# of Items)	Contents (e.g. ml, mg)	ID/ Lot / Batch #:	Testcode/Analyses/Test name (related to required analysis as defined in Quotation)	Method Reference (as defined in Quotation)	Specification	RUSH TAT*

***RUSH Turn Around Time (TAT):** Only if applicable and included in the Quote/Contract - Additional charge will apply as defined in the Quote

Notes (is automatically taken from page 1)	To be completed by PROXY Laboratories	
	Batch Label	
	<div style="border: 1px dashed black; padding: 10px; text-align: center;">Area for Eurofins Proxy Laboratories label</div>	

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Conditions for Delivery of samples to Eurofins PROXY Laboratories

- Analysis of samples can only be initiated when a combination of clearly identified samples and corresponding SSF, referring to a valid quote, are delivered to our facilities. The completed SSF must be included in the sample shipment.
- Samples shall be delivered properly packaged under responsibility of the Sender.
- If applicable, safety instructions and risk phrases must be placed in a visible way on the external side of the package.
- An MSDS or equivalent must be provided for each material.
- If possible please submit separate containers for microbiological and chemistry analysis.
- If a shipment includes multiple samples with different identification (batchnumber / timepoint etc), please package these separately within the shipment box.
- If expedited results are required, please notify us in advance via email (PROXYcustomer@eurofins.com) for up-front confirmation. A reference to this confirmation, including the required due date, should be depicted in the Notes section of this form.
- If storage conditions are not identified, samples will be stored corresponding to the condition at delivery to our facilities.
- If a requested test requires another value or analysis (e.g. Loss on drying, Water value, density etc.) and the value is not provided nor required test requested, Eurofins PROXY Laboratories will perform the necessary test(s) and costs will be invoiced.
- If samples are delivered to our facilities without a reference to a valid quote number, the Sender will be contacted using the Sender information as provided on the SSF. When Sender does not reply to this notification, samples will not be analyzed, and will be disposed of one month after receipt. A handling fee will be charged to the Client.
- If applicable, shipment costs, customs levies or other expenses including bank charges will be charged in the invoice.
- Unless otherwise specified in a Quality Agreement or the Notes section of this form, samples and customer supplied materials will be stored for 30 days upon release of the Certificate of Analysis, and will be disposed thereafter.
- For compendial testing, the current pharmacopeia version will be used for analysis, unless explicitly specified otherwise in section C of the SSF.
- If client-specific work instructions should be used, a reference to the applicable work instruction should be specified on this SSF.

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