



**PUSAT PENGURUSAN MAKMAL
UNIVERSITI (PPMU)**

Form Num.	UURL/F/84
Version	1/2023
Effective Date	01/02/2023
Equipment	PCB PLOTTER
Sample Serial No.	

**MICRO/NANO FABRICATION AND MACHINING LABORATORY
SAMPLE SUBMISSION FORM**

General Rules and Requirements:

- All information provided should be true
- Booking will be notified/updated by email
- Booking procedure
 - Complete the application form including valid research vote number
 - Submit the completed application form to UURL Sample Acceptance Counter
 - Fast Lane is offered to non-UTM customers with an additional 50% charge from the normal price**
- Sample Condition & Preparation
 - PPMU has the right to cancel any analysis if the sample is suspected to have a high risk on the safety of the operator or can cause damage to the instrument during the analysis. The cost of damages will be borne by the customer.**
 - The remaining samples will be disposed of within a month after analysis is completed.**
- All enquiries regarding **PCB PLOTTER** should be forwarded to the Science Officer (Mrs Nurnazmin Mohd Nordin, email: nurnazmin@utm.my or Assistant Engineer, Mr Muhammad Sulaiman Muhammad Zain, email: m.sulaiman@utm.my, tel: 07-5557729) or visit our website at ppmu.utm.my.

1. APPLICANT'S PERSONAL PARTICULARS

Name of Applicant								
Status of Applicant	<input type="checkbox"/>	Undergraduates	<input type="checkbox"/>	Master	<input type="checkbox"/>	PhD	<input type="checkbox"/>	Research
Student Matric No.								
Faculty/ Department								
Hand Phone No. & Email								

2. SUPERVISOR DETAILS (for internal applicant and academic institution only)

Name of Supervisor											
Staff ID No.											
Faculty/Department											
Hand Phone No.											
Email											
Mode of Payment	<input type="checkbox"/>	Cash	<input type="checkbox"/>	EFT	<input type="checkbox"/>	Log card	<input type="checkbox"/>	Invoice	<input type="checkbox"/>	Fast Lane	
*Payment using invoice	Research Vot No. (e.g.: Q.J091600.24C3.01D32)										
	Balance of V29000										
Signature & Official Stamp	*A digital signature is not recommended. Any matters raised in the future are beyond our responsibilities										

3. SAMPLE & ANALYSIS INFORMATION

Total No. of Sample/Model										
Design Format										
Model Material	Single Layer			Double Layer						
PCB Design Setting	PCB Size	/inc			Width(normal 0.4)			/mm		
	Time	Hour/Min			Copies			/pcs		
Remarks	(etching is not provided) (all pcb format should be in gerber file)									