

 UTM UNIVERSITI TEKNOLOGI MALAYSIA	PUSAT PENGURUSAN MAKMAL UNIVERSITI (PPMU)	Form Num.	UIRL/F/113
		Revision No.	1/2023
		Effective Date	01/02/2023
		Equipment	SAMPLE PREPARATION SEM
		Sample Serial No.	
MICROSCOPY & IMAGING LABORATORY			
SAMPLE SUBMISSION FORM (INDUSTRY)			

General Rules and Requirements:

1. All information provided should be true
2. Booking will be notified/updated by email
3. Booking procedure
 - a. Submit the completed application form to UIRL Sample Acceptance Counter
 - b. Fast Lane is offered to non-UTM customers with an additional 50% charge from the normal price
4. Sample Condition & Preparation
 - a. **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.**
 - b. **The remaining samples will be disposed of within a month after analysis is completed.**
5. All inquiries regarding **SAMPLE PREPARATION SEM** should be forwarded to the Assistant Engineer (Mr. Ahmad Safuan Borhan, email: a.safuan@utm.my, Mr. Al Azhari Amir Hatib, email: alazhari@utm.my, tel.: 07-561 0268) or visit our website at ppmu.utm.my.

1. APPLICANT'S PERSONAL PARTICULARS										
Name of Applicant										
Hand Phone No.										
Email										
Department/Division										
Signature & Official Stamp			*A digital signature is not recommended. Any matters raised in the future are beyond our responsibilities.							
2. COMPANY DETAILS										
Name										
Registration No.										
Address										
Telephone No.										
Email										
Mode of Payment			<input type="checkbox"/>	Cash	<input type="checkbox"/>	EFT	<input type="checkbox"/>	Invoice	<input type="checkbox"/>	Fast Lane
3. SAMPLE INFORMATION										
Type of samples			<input type="checkbox"/>	Biology	<input type="checkbox"/>	Material				
No. of Samples										
Size of Samples										
Material of Samples (Eg: PCB, Non Ferrous metals, Steel etc.)										
Sample Properties			<input type="checkbox"/>	Normal	<input type="checkbox"/>	Toxic	<input type="checkbox"/>	Carcinogenic		
Type of equipment to be Used			<input type="checkbox"/>	Linear Cutter		<input type="checkbox"/>	Mounting		<input type="checkbox"/>	Polisher & Grinder
Description / Notes										