

 UTM UNIVERSITI TEKNOLOGI MALAYSIA	PUSAT PENGURUSAN MAKMAL UNIVERSITI (PPMU)	Form Num.	UURL/F/61
		Version	1/2024
		Effective Date	01/03/2024
		Equipment	LASER WRITER
		Sample Serial No.	UURL/
MICRONANO FABRICATION AND MACHINING 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 UURL 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. Samples preparation need to be done by applicant before submission
 - b. **PPMU has the right to cancel any analysis if the sample is suspected to have 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.**
 - c. **The remaining samples will be disposed of within a month after analysis is completed.**
5. All enquiries regarding the **LASER WRITER** should be forwarded to the Science Officer (Mrs Nurnazmin Mohd Nordin, email: nurnazmin@utm.my, or Assistant Engineer, Mr Muhammad Sulaiman Muhammad Zain, m.sulaiman@utm.my, tel: 07-557729) 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"/>	<input type="checkbox"/> EFT	<input type="checkbox"/>	<input type="checkbox"/> Invoice	<input type="checkbox"/> Fast Lane
3. SAMPLE INFORMATION						
Total No. of Sample						
Name of Sample						
Sample Information						
Solvent						
Time	In				Hour	
	Out				Minute	
Remarks						