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|---|---|-------------------|-------------|
|  <b>UTM</b><br>UNIVERSITI TEKNOLOGI MALAYSIA | <b>PUSAT PENGURUSAN MAKMAL<br/>         UNIVERSITI (PPMU)</b> | Form Num.         | UURL/F/85   |
|   |   | Version           | 1/2024      |
|   |   | Effective Date    | 01/03/2024  |
|   |   | Equipment         | PCB PLOTTER |
|   |   | Sample Serial No. | UURL/       |
| <b>MICRONANO FABRICATION AND MACHINING LABORATORY</b>   |   |                   |             |
| <b>SAMPLE SUBMISSION FORM (INDUSTRY)</b>  |   |                   |             |

**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. **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 enquiries regarding **PCB PLOTTER** should be forwarded to the Science Officer (Assistant Engineer, Mr Muhammad Sulaiman Muhammad Zain, email: [m.sulaiman@utm.my](mailto:m.sulaiman@utm.my), tel: 07-5557729) or visit our website at [ppmu.utm.my](http://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 & 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 )                                    |      |                          |     |                          |         |                          |           |