

 <b>UTM</b> UNIVERSITI TEKNOLOGI MALAYSIA	<b>PUSAT PENGURUSAN MAKMAL          UNIVERSITI (PPMU)</b>	Form Num.	UURL/F/84
		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</b>			

**General Rules and Requirements:**

1. All information provided should be true
2. Booking will be notified/updated by email
3. Booking procedure
  - a. Complete the application form including valid research vote number
  - b. Submit the completed application form to UURL Sample Acceptance Counter
  - c. **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 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																			
Status of Applicant																			
			Undergraduates					Master											
								PhD											
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																			
			Cash					EFT											
								Log card											
								Invoice											
								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 )									