	PUSAT PENGURUSAN MAKMAL UNIVERSITI (PPMU)	Form Num.	UIRL/F/113
		Revision No.	1/2024
		Effective Date	01/03/2024
		Equipment	SAMPLE PREPARATION SEM
		Sample Serial No.	UIRL/

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	Cash		EFT		Invoice		Fast Lane

3. SAMPLE INFORMATION

Type of samples	Biology		Material		
No. of Samples					
Size of Samples					
Material of Samples (*Eg: PCB,Non Ferrous metals,Steel etc*.)					
Sample Properties	Normal		Toxic		Carcinogenic
Type of equipment to be Used	Linear Cutter		Mounting	Polisher & Grinder	Sputter coater
Description / Notes					