
 UTM UNIVERSITI TEKNOLOGI MALAYSIA	PUSAT PENGURUSAN MAKMAL UNIVERSITI (PPMU)	Form Num.	UIRL/F/128
		Version	1/2025
		Effective Date	08/01/2025
		Equipment	MICRO EDM
		Sample Serial No.	UIRL/
		Page	1 of 3
MACHINING LABORATORY			
SAMPLE SUBMISSION FORM (INDUSTRY)			

General Rules and Requirements:


1.	All information provided should be true.
2.	Sample submission procedure.
a.	Complete the Sample Submission Form.
b.	For sample submission via walk-in : Submit the completed Sample Submission Form and samples to UIRL Sample Acceptance Counter.
c.	For sample submission via mail : Submit the completed Sample Submission Form and the samples. Samples must be packaged in a suitable container for courier delivery. The parcel should be addressed to the person in charge of the instrument, as it will be received directly by them.
3.	Fast lane is offered with an additional 50% charge from the normal price.
4.	For sample criteria and conditions, refer to UIRL Sample Submission Criteria in the PPMU website at ppmu.utm.my.
5.	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. Posted samples will be received by laboratory personnel.
6.	Only samples that are ready to be analyzed are accepted by the lab.
7.	The remaining samples will be disposed of within a month after analysis is completed.
8.	Quotation will be provided upon request.
9.	Payment must be made within fourteen (14) working days after invoice is issued.
10.	Analysis duration is within fourteen (14) working days after receiving the samples.
11.	The laboratory will provide test results after the payment proof presented to the laboratory personnel.
12.	All enquiries regarding Micro EDM should be forwarded to the Assistant Engineer, Mr. Muhammad Sulaiman Muhammad Zain, (m.sulaiman@utm.my, tel: 07-557729) or visit our website at ppmu.utm.my.

***All pages must be submitted**

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Application details:

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		
		I have read and agreed to the General Rules and Requirements	
2. COMPANY DETAILS			
Name			
Registration No.			
Address			
Telephone No.			
Email			
3. PAYMENT			
Method of Payment		UTM PayHub System	Invoice
Mode of Service		Normal	Fast Lane
4. SAMPLE & ANALYSIS INFORMATION			
Sample Thickness			
Sample Properties		TOXIC	CARCINOGENIC
Area for Sample Can Move (CNC Coding)			OTHERS :.

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Mounting Sample				
Sample Information				
Solvent, if any				
Time	In		Hour	
	Out		Minute	
Remarks				