
 UTM UNIVERSITI TEKNOLOGI MALAYSIA	PUSAT PENGURUSAN MAKMAL UNIVERSITI (PPMU)	Form Num.	UURL/F/113
		Version	1/2025
		Effective Date	08/01/2025
		Equipment	SAMPLE PREPARATION SEM
		Sample Serial No.	UURL/
		Page	1 of 2
MICROSCOPE SAMPLE PREPARATION 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 UURL 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 UURL 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 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 .

***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		
	<input type="checkbox"/>	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	<input type="checkbox"/> UTM PayHub System	<input type="checkbox"/> Invoice	
Mode of Service	<input type="checkbox"/> Normal	<input type="checkbox"/> Fast Lane	
4. SAMPLE & ANALYSIS INFORMATION			
Name of Sample			
Total Number of Sample/s			
Size of Samples			
Material of Samples (Eg: PCB, Non Ferrous metals, Steel etc.)			
Sample Properties (Please tick (/))	<input type="checkbox"/> Toxic	<input type="checkbox"/> Carcinogenic	<input type="checkbox"/> Others : _____
Sample i.d./Labels	<input type="checkbox"/> Linear Cutter	<input type="checkbox"/> Mountin	<input type="checkbox"/> Polisher & <input type="checkbox"/> Sputter Coater
Description / Notes			