
 UTM <small>UNIVERSITI TEKNOLOGI MALAYSIA</small>	PUSAT PENGURUSAN MAKMAL UNIVERSITI (PPMU)	Form Num.	UURL/F/112
		Version	2/2025
		Effective Date	15/05/2025
		Equipment	Metallurgical Microscope
		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 Service : A priority testing service that provides results within 3 to 7 working days instead of the usual 14 working days. It is offered based on availability with an additional 50% charge from the normal price. Customers must contact the person in charge for this service.
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 Metallurgical Microscope should be forwarded to the Assistant Science Officer (Mrs. Norshilyla Binti Mohd Jailani, email: norshilyla@utm.my, tel.: 07-561 0267, Miss. Anis Asyikin Binti Sukari, email: anis.syikin@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							
		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									
Name of Sample									
Total Number of Sample/s									
Type of Sample		Powder		Solid		Bulk		Others: _____	
Sample Properties (Please tick (/))		Toxic		Carcinogenic		Others : _____			
Sample i.d./Labels									
Magnification of Desire		5x		10x		20x		50x	
Test Required		EFI		MIA		Measurement			
Result Information									
Description / Notes									