

Client Information:

Company: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Email (Results): \_\_\_\_\_ Email (Billing): \_\_\_\_\_

Phone (Results): \_\_\_\_\_ Phone (Billing): \_\_\_\_\_

Sample Information

Sample	Lot Number/ Unique ID	Sample Name/ Description	Testing Requested	Comments (Specification, storage condition, etc.)	Lab Use Only	
					Sample ID	Weight/ # Units
1						
2						
3						
4						
5						
6						
7						
8						

Client Notes or Special Requests:

Company Authorization

Date Sent \_\_\_\_\_ Signature \_\_\_\_\_ Printed Name \_\_\_\_\_

Laboratory Receipt

Date/Time Received \_\_\_\_\_ Signature \_\_\_\_\_ Printed Name \_\_\_\_\_

Lab Use Only: *Describe sample condition, including temperature, packaging, etc.*

Shipping Address (FedEx or UPS preferred)

BioNetwork at A-B Tech  
1463 Sand Hill Road, TCC 200  
Candler, NC 28715  
npl@ncbionetwork.org  
828-398-7947

Drop-off Address

BioNetwork at A-B Tech  
1463 Sand Hill Road, TCC 204  
Candler, NC 28715  
npl@ncbionetwork.org  
828-782-2329

*Please notify lab prior to shipping or delivering samples. See additional information on reverse.*

## Terms and Conditions

The terms and conditions below apply to the services requested by the Client and together with the Sample Submission Form shall become the agreement between NPL and the Client.

The BioNetwork Natural Products Laboratory (NPL) at Asheville Buncombe Technical Community College shall carry out services promptly, diligently, and in a professional manner in accordance with generally accepted analytical laboratory principles and practices.

1. **Sample collection and submission form completion** is the responsibility of the Client. Collect, store, and deliver samples in a manner such that results are not affected. A completed sample submission form shall accompany all samples. Assign a unique ID to each sample or list its lot number. Use the Sample Name/Description to specify the type of material, including botanical name, plant part, food or beverage type, etc. accordingly. Under Testing Requested, specify the analysis or analyte of interest with method reference if applicable. In the Comments column, list expected value range if known, as well as other information useful to the lab. The person delivering the sample to the lab or to the shipping agent should sign and date the form.
2. **Turn-around time (TAT):** The Client will be notified if the estimated turn-around time of 10 business days from sample receipt is not able to be met by the laboratory. Only in special circumstances will verbal results be available prior to the delivery of the final report or certificate of analysis.
3. **Sample storage, return, and disposal:** Specific instructions for sample handling shall be provided by the Client where necessary. Samples will become the property of NPL upon submission unless previously arranged otherwise. Following a 60-day sample storage period, samples will be disposed of at NPL's discretion. An additional fee may be assessed for hazardous sample disposal.
4. **Payment terms:** The Client agrees to pay for the delivered services within 30 days of delivery of invoice.
5. **Confidentiality:** All data, reports and other information relating to services shall be treated by NPL as the confidential property of the Client. The obligation of confidentiality shall not apply to any information that: (i) is required by law to be disclosed; (ii) was in NPL's possession prior to receipt from Client; (iii) was lawfully obtained by NPL from a third party under no obligation of confidentiality to the Client, or (iv) is or becomes part of the public domain through no act or failure of NPL.
6. **Reports:** All reports and certificates of analysis provided by NPL to the Client are the confidential property of the Client. NPL shall be entitled to retain a copy of all data and reports relating to the services provided. The obligations of confidentiality set out in this agreement shall continue to apply for so long as NPL retains a copy of such data or reports.
7. **Publicity:** The Client shall not use BioNetwork or NPL's name or logo in any news release, public statement, or announcement or in connection with any sale or promotion except with the prior consent of BioNetwork or NPL.
8. **Limitation of Liability:** NPL hereby disclaims any liability for indirect, punitive, incidental, special, or consequential damages arising out of the use or interpretation of the data contained in, or any actions taken in reliance upon, the report or certificate of analysis.
9. **Termination:** This Agreement may be terminated by either party by giving two (2) calendar days' prior notice, at which time any services completed to the date of termination will become due and payable together with any other costs incurred by NPL in respect of the services, including, but not limited to, the costs of any materials purchased specifically for the services.
10. **Environment:** The Client shall comply with all applicable environmental legislation, including labeling all hazardous samples to comply with Workplace Hazardous Materials Information System and Transportation of Dangerous Goods regulation.