**To, Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Elmech Labs Pvt. Ltd.**

**A-37, Sector 63, Noida, U.P. -201301**

**Subject: Testing of item(s)/ Sample(s)**

**Dear Sir,**

**The following tests are requested:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.N.** | **Sample Description** | **Testing Parameters** | **Test Methods** | **Material Grade** | **Qty** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Please tick the below option:**  **Does the statement of conformity require on the Test Reports? ------------------------------------------------------------------------------ YES / NO**  **Do you need the tested sample return? -------------------------------------------------------------------------------------------------------------- YES / NO**  **Any witness/ visit requested? --------------------------------------------------------------------------------------------------------------------------- YES / NO** | | | | | |

|  |  |
| --- | --- |
| **Report Issue to:** | **Invoice Issue to (If other):** |
| **M/s-** | **M/s-** |
| **Address:** | **Address:** |
| **Project Ref. (if any):** | **GST No.** |
| **Contact Person:** |
| **Email ID:** | **Contact Number:** |

**Note: We hereby authorize Elmech Labs Pvt. Ltd. to share the Test Reports or other data on the above mail ID to maintain the confidentiality.**

**Signature & Name of Customer Representative**

***(Signature not required, if above information’s are collected telephonically)*  Sample Collected By (Name/Sign.)**

|  |
| --- |
| ***(For office use only) Date of Receiving:\_\_\_\_\_\_\_\_\_\_\_\_\_\_***  **1.** The requirements are adequately defined, documented and understood? -------------------------------------------------------------- **YES / NO**  **2.** The laboratory is capable of meeting the requirements & has the necessary resources? -------------------------------------------- **YES / NO**  **3.** Necessary test Procedures/Test Methods/Standards are available? ----------------------------------------------------------------------- **YES / NO**  **4.** Laboratory has adequate personnel for carrying out tests? ---------------------------------------------------------------------------------- **YES / NO**  **5.** Lab has adequate testing equipment to perform the tests? ---------------------------------------------------------------------------------- **YES / NO**  **6.** Availability of accurate environmental condition to perform tests? ------------------------------------------------------------------------ **YES / NO**  **7.** Is Sample Condition Good? ---------------------------------------------------------------------------------------------------------------------------- **YES / NO**  **8.** Any change in method requested by the customers? ------------------------------------------------------------------------------------------ **YES / NO**  **9.** Any help requested by the customer for preparation, packaging and dispatch of items? -------------------------------------------- **YES / NO**  **10.** Any Difference between the request or the contract before laboratory activities commence? ----------------------------------- **YES / NO**  (If Yes) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **11.** Any Amendment in Contract after laboratory activities has commenced? -------------------------------------------------------------- **YES / NO**  (If Yes) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Note:  The Testing Job has been thoroughly reviewed and Lab is capable of accepting the job. If at any point we are incapable to meet the term and conditions mentioned above, we shall substantiate it with required documents.** |

**Total No. of Samples: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Booking No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Reviewed By**

**ULR:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **(TM/DTM/QM)**