

HELPFUL HINTS FOR SAMPLE SUBMISSION

All fields should be filled in on your submission forms. Samples can't be logged in without a submission form. Feel free to use the "Contact Us" section of the website if you have any questions. We'd be happy to help you complete your forms. Below is a list of items to pay particular attention to.

Sample Submission Form:

1. Contact information is very important! Please completely fill in the Send Report To and Send Invoice To sections. If at all possible, we prefer to use email for correspondence because it provides an electronic record and can be printed and included with the file.
2. Please provide complete information for Tests, Methods, Claims and Specs. We can't log in your samples without knowing what to test and how to test it. Out of Spec results are required to be investigated, so complete and accurate specs for your product are very important.
3. Even if you are submitting a product we have tested in the past a completed submission form is still required. You may "recycle" an old form if you wish, but please double check that all the information is accurate and up to date.
4. Prior to shipping samples, double check them against the form. We can't log in samples that don't agree with the form and we can't assume what is or is not a typo.

Stability Study Protocol Form:

1. This form is only necessary if Boston Analytical will be storing your samples. If you store and pull your own samples, all the relevant storage information can be included on the Sample Submission Form.
2. Please make sure you have shipped enough samples to complete your stability study and that all samples shipped are accounted for on the form. We can't assume where "extra" samples should be stored.