

## Client Intake Form

### General Information

How did you hear about us?  Website  Email  Phone  Walk-In  Other \_\_\_\_\_

Sale Rep: \_\_\_\_\_

### Company Information

Company Name: \_\_\_\_\_ Type of Business: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Payment Preference:  Cash  Check  Credit Card

### Representative(s) Contact Information

\*First Contact Listed will be the Primary Contact

(1)\* Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Tel: \_\_\_\_\_ Email: \_\_\_\_\_

(2) Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Tel: \_\_\_\_\_ Email: \_\_\_\_\_

(3) Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Tel: \_\_\_\_\_ Email: \_\_\_\_\_

### Terms and Conditions (See Attached)

I, hereby agree to Harrens Lab Inc. Terms & Conditions. I am also aware that five (5) years after this date (PRINT date) \_\_\_\_/\_\_\_\_/\_\_\_\_, this agreement with Harrens Lab Inc. will expire and must be renewed to continue service.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### For Harrens Lab Inc. Use Only

Approved by: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Terms and Conditions**

By submitting the samples to Harrens Lab Inc. the Client agrees to the following terms and conditions, unless superseded by a previous written agreement. The Client is defined as the person or entity who submits the samples to the laboratory. The Client's name, address and project manager must be identified on the Chain of Custody form. If another party pays for the analyses the paying party will be considered the Client. Third party billing must be approved in advance.

Harrens Lab Inc. will perform the analyses requested on the Chain of Custody form using standard method or in house method unless other arrangements have been made in advance. At times it may be necessary to subcontract work to other laboratories.

Harrens Lab Inc. will perform the requested analyses to the best of it's ability and within holding times. Samples must be submitted to Harrens Lab Inc. with adequate holding time remaining. If circumstances occur which prevent the completion of the samples to the satisfaction of the Client, Harrens Lab Inc. will be liable only for the cost of the sample analysis. Testing results only reflect sample received "as is" and does not represent other batches and lots of the product.

Harrens Lab Inc. will perform only the analyses as described on the Chain of Custody form. Harrens Lab Inc. will not be liable for failure of the Client to mark the correct analyses or for improper sample identification. Any additional analysis requests must be submitted in writing or via fax or email. Verbal requests must be followed up in writing to assure that the proper analyses are performed.

Harrens Lab Inc. will release results only to the Client. Harrens Lab Inc. will only release results to others with the authorization of the clients. Note that Harrens Lab Inc. will release results if required to by law. All data will be discarded three years after sample receipt.

Rush analyses must be approved by the laboratory prior to the Client submitting the samples. Harrens Lab Inc. cannot guarantee the requested turnaround unless prior approval is given.

All samples remain the property of the Client. Harrens Lab Inc. will dispose of samples after 30 days. Samples will be either returned to the client or disposed at Harrens Lab Inc. discretion. Harrens Lab Inc. may charge the Client for sample disposal or extra storage time per quotation.

Harrens Lab Inc. reserves the right to refuse or return samples prior to analysis at our own discretion, such as failure to pay previous invoices, unusual or dangerous sample matrixes, and insufficient holding time remaining, etc. Harrens Lab Inc. will attempt to notify the client as soon as possible if samples are refused.

## **PAYMENT TERMS:**

The client agrees to pay Harrens Lab Inc. for the analyses requested in accordance with prices quoted, including any rush, courier or disposal charges. Payment terms are net 30 days from the date of invoice by Harrens Lab Inc. All overdue payments are subject to an additional interest and service charge of one and one half percent (1.5%) per month or portion thereof from the due date until the date of payment. All payment must be made in United States currency. Should default be made by Client in payment of any amount due Harrens Lab Inc. for any order or service rendered and if action be instituted to collect said sums, the prevailing party will be entitled to such additional sum as the Court may fix as reasonable attorney's fees.