

## Client Intake Form

### General Information

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

Sales Representative: \_\_\_\_\_

### Company Information

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

Tax ID/EIN/License: \_\_\_\_\_ State License: \_\_\_\_\_

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

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

### Representative(s) Contact Information \*First Contact Listed will be the Primary Contact

(1)*	Name: _____	Lab Report Recipient	Job Title: _____
	Tel: _____	Billing Recipient	Email: _____
(2)	Name: _____	Lab Report Recipient	Job Title: _____
	Tel: _____	Billing Recipient	Email: _____
(3)	Name: _____	Lab Report Recipient	Job Title: _____
	Tel: _____	Billing Recipient	Email: _____

### Terms and Conditions

I, hereby agree to Harrens Lab Inc. Terms & Conditions. I am also aware that five (5) years after the date of 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: \_\_\_\_\_

F \_\_\_\_\_ C \_\_\_\_\_ Billing Terms: \_\_\_\_\_ Discount(s): \_\_\_\_\_

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## **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By submitting the samples to Harrens Lab Inc. the Client agrees to the following terms and conditions, unless superseded by a previous written agreement. If another party pays for the analyses the paying party will be considered Client. Third party billing must be approved in advance. 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.

Harrens Lab Inc. will provide analytical testing services in accordance with this agreement and requested on the Chain of Custody Form using the standard methods or in-house methods unless other arrangements have been made in advance. By signing the Client Intake form, the client gives Harrens Lab Inc. permission to subcontract to another lab if necessary and acknowledge that Harrens Lab will perform testing services using appropriate methods consistent with applicable standard practices based on ISO17025, laws and regulations.

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 when the sampling isn't done by Harrens Lab Inc. Any additional analysis requests must be submitted in writing. Verbal requests must be followed up in writing to ensure that the proper analyses are performed.

Harrens Lab Inc. considers all information between client and Lab to be confidential. The client acknowledges that Harrens Lab Inc. will release results only to the Client. Harrens Lab Inc. will only release results to others if the original Client (listed on Client Intake Form) submits authorization to Harrens Lab Inc. in writing. If the Client is no longer available results will not be released. Note that Harrens Lab Inc. will release results if required to by law.

Harrens Lab will retain client samples for 45 days. Samples will be disposed according to internal SOP HL108.

Harrens Lab Inc. reserves the right to refuse, return samples or hold tests at our own discretion. Reasons for refusal include but are not limited to: failure to pay previous invoices, unusual or dangerous sample matrixes, and insufficient sample size. Harrens Lab Inc. will attempt to notify the client as soon as possible if samples are refused.

Any dispute or claim relating to Harrens Lab Inc.'s service will be resolved by binding arbitration, rather than in court.

**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 is due prior to release of results. Harrens Lab Inc. may charge the client for sample disposal per agreed upon quote. The handling and transaction fee equal to 15% of total fund will occur when refunding prepayment.